

The 572nd Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments

THURSDAY, December 19, 2019 – 4:30 p.m.

Metro COG Conference Room

One 2nd Street North, Suite 232

Fargo, North Dakota

OVERALL AGENDA

1. Call to Order and Introductions
 - a. Introductions Information Item
 - b. Approve Order and Contents of the Overall Agenda Action Item
 - c. Approve Minutes of the November 21, 2019 Board Meeting Action Item
 - d. Approve December 2019 Bills Action Item
2. Consent Agenda Action Item
 - a. November Month End Report
 - b. Fargo Safe Routes to School Plan Contract Extension
 - c. US10/75 Contract Extension
 - d. 2020 TTC/Policy Board Meeting Schedule
 - e. Bicycle & Pedestrian Committee Citizen Representative
 - f. Agreement for Services for Food Systems Program
 - g. 2020-2023 TIP Amendment #2
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. 2019-2020 UPWP Amendment #5 Action Item
 - c. New TA Scoring Criteria / TA Application Prioritization Action Item
 - d. 17th Avenue South Corridor Study Final Report Action Item
 - e. FM Diversion Recreation Plan Update Discussion Item
 - f. Annual Employee Benefits Information Information Item
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held Thursday, January 16, 2020 at 4:00 p.m. in the Metro COG Conference Room.

Red Action Items require roll call votes.

Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org>

NOTE: Given the participation of Fargo City Commissioners at Policy Board meetings, such meetings may constitute open public meetings of the City of Fargo.

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG's programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Savanna Leach, Metro COG Executive Assistant, at 701-532-5100 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.

PLANNING ORGANIZATION SERVING

FARGO, WEST FARGO, HORACE, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA

Agenda Item 1c, Attachment 1

**571st Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, November 21, 2019 – 4:00 pm
Metro COG Conference Room**

Members Present:

David	Fenelon	Horace City Council
Chuck	Hendrickson	Moorhead City Council
Nicole	Mattson	Moorhead Planning Commission (alt for Mayor Judd)
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Chad	Olson	City of Dilworth (alternate for Steve Jesme)
Scott	Stofferahn	Fargo Planning Commission (alt for John Gunkelman)
Maranda	Tasa	Fargo Planning Commission
Sara	Watson Curry	Moorhead City
Larry	Weil	City of West Fargo (alt for Eric Gjerdevig)

Members Absent:

Duane	Breitling	Cass County Commission
Tony	Gehrig	Fargo City Commission
Eric	Gjerdevig	West Fargo City Commission
Tony	Grindberg	Fargo City Commission
John	Gunkelman	Fargo Planning Commission
Steve	Jesme	Dilworth City Council
Johnathan	Judd	Moorhead City Council
Brad	Olson	West Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
John	Strand	Fargo City Commission

Others Present:

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Brenton	Holper	City of Horace Administrator
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Anna	Pierce	Metro COG
Ahmed	Shiil	United Way
Bob	Walton	NDDOT – Fargo District

1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened

The meeting was called to order at 4:00 p.m., on November 21, by Chair Mongeau, noting a quorum was present. Introductions were made.

1b. Approve Order and Contents of Overall Agenda, approved

Chair Mongeau asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the November 21, 019 Policy Board Meeting.

Ms. Watson Curry moved, seconded by Mr. Stofferahn

MOTION, passed. 9-0

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Mongeau asked for approval of the Minutes of the October 17, 2019 Meeting.

Ms. Watson Curry noted that she was not included in the minutes, but was in attendance.

MOTION: Approve the October 17, 2019 Policy Board Meeting Minutes.

Ms. Watson Curry moved, seconded by Mr. Weil

MOTION, passed. 9-0

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Mongeau asked for approval of the November 2019 Bills as listed on Attachment 1d.

MOTION: Approve the November 2019 Bills List.

Mr. Stofferahn moved, seconded by Mr. Weil

MOTION, passed. 9-0

Motion carried unanimously.

2. CONSENT AGENDA

Chair Mongeau asked for approval of Items a-c on the Consent Agenda.

- a. October Month End Report
- b. 2020-2023 TIP Amendment #1
- c. 3rd Quarter Report

MOTION: Approve Items a-c on the Consent Agenda.

Mr. Stofferahn moved, seconded by Ms. Tasa

MOTION, passed. 9-0

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

***Mr. Hendrickson joined the meeting at 4:13p.m.**

3b. Metro GROW – 2045 MTP

Mr. Maddox presented the draft Metro GROW: 2045 Metropolitan Transportation Plan. He reminded the board that all seven local jurisdictions already approved and signed resolutions of approval of the final draft plan. Mr. Maddox noted that it is still a final draft, and not the final document as it still needs final approval from MnDOT, NDDOT, and FHWA.

Ms. Mattson asked that the board be informed of the final changes from MnDOT, NDDOT, and FHWA.

MOTION: Approve the Metro GROW: 2045 Metropolitan Transportation Plan
Mr. Stofferahn moved, seconded by Mr. Fenelon.
MOTION, passed. 10-0
Motion carried unanimously.

3c. MATBUS 2021-2025 Transit Development Plan Request for Proposals

Mr. Maddox presented the MATBUS 2021-2025 Transit Development (TDM) Plan Request for Proposals (RFP). Mr. Maddox noted that the Transit partners at MATBUS, and the TTC both approved of this RFP draft. The CPG funds allotted for this project is \$200,000, with the local share split between Fargo and Moorhead.

Mr. Hendrickson asked if the RFP and final document will be on public display once released. Mr. Maddox assured the board that he included a robust public participation plan into the scope of work.

Ms. Watson Curry mentioned that she sits on the MAT Coordinating Board, and noted that the vehicle fare boxes will be updated, and asked if that is being considered in the scope of the TDP. Mr. Maddox said that the purchased is already programed into the TIP, and will be taken into account in the final TDP document.

MOTION: Approve the Transit Development Plan Request for Proposals and authorization of subsequent release.
Ms. Watson Curry moved, seconded by Mr. Weil.
MOTION, passed. 10-0
Motion carried unanimously.

3d. Title VI – Audit Follow-up and Survey

Ms. Pierce provided a follow-up to the NDDOT Title VI audit, and described the steps Metro COG is taking to correct and improve the recommendations and corrective actions identified in the audit. A Title VI Report is released by Metro COG annually.

3e. North Dakota and Minnesota Project Solicitation Opportunities and Timeframes

Luke Champa presented information on the following project solicitations:

ND – Urban Grant Program FY2022 NDDOT Solicitation – transportation infrastructure within core business districts, for multi-modal opportunities. Due date: Monday, December 30, 2019

ND – Urban Roads Program FY2024 – Highway funding opportunities. Due Date: Friday, December 20, 2019

Mr. Farnsworth presented information on the following Transportation Alternatives Program (TAP) solicitations:

MN – federal funding up to \$600,000 for bicycle/pedestrian-related projects. Due Date: January 3, 2019

ND – federal funding up to \$850,000 for bicycle/pedestrian-related projects. Due Date: December 5th

3f. History of 17th Street North Moorhead

Mr. Champa presented information on the 17th Street North corridor in Moorhead, MN.

3g. All-Aboard MN – Follow-up

Ms. Pierce presented a follow-up to the MN All-Aboard passenger train initiative. She noted that there was a lot of positive feedback, and a lot of representatives from both Minnesota and North Dakota. The initiative is hoping for a bond referendum to pass to fund the passenger train, which an environmental impact will need to be studied before it can be approved.

4. Additional Business

Chair Mongeau brought up a monetary CD that Metro COG has is up for renewal. The Executive Committee asked Ms. Gray to look at other options, including Money Market savings accounts with higher interest rates.

5. Adjourn

The 571st Meeting of the FM Metro COG Policy Board held Thursday, November 21, 2019 was adjourned at 4:48 p.m.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD December 19, 2019, 4:30 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Assistant

To: Metro COG Policy Board
From: Anna Pierce
Date: December 13, 2019
Re: **Fargo Safe Routes to School Plan Contract Extension**

The Fargo Safe Routes to School (SRTS) Plan contract started on November 27, 2018 with the expected completion date of 12 months or approximately December 31, 2019. The SRTS Plan process has proceeded as expected and within expected timeframes as outlined in the original contract.

There are two reasons for the need for a contract date extension:

1. There are over 300 pages of content that needs to be reviewed by Study Review Committee members and Metro COG staff for the 31 schools that are included in the Plan.
2. The presentation of the final draft of the Fargo Safe Routes to School Plan to the City of Fargo for adoption needs to occur in mid-January to early-February due to the holidays.

To allow adequate time to complete a thorough review of the Plan and allow time for revisions by the Consultant team, and present a final draft SRTS Plan to the City of Fargo, Metro COG staff are requesting a contract completion date extension from December 31, 2019 to March 31, 2020.

The Amendment is attached. It's important to note that the project budget will remain the same with no additional costs necessary as part of this contract extension. The Transportation Technical Committee recommended approval of the contract extension at their December 12th meeting.

Requested Action:

Approval of the proposed project timeline extension for the Safe Routes to School Plan.

00-2018-334, Fargo, ND Safe Routes to School Plan
 Alta Planning + Design, Inc.
 Fargo-Moorhead Metropolitan Council of Governments

Amendment #1 to Contract

November 18, 2019

Amendment #1 to Contract

This Amendment modifies the terms and conditions of the Contract for services in connection with Alta Project **00-2018-334, Fargo, ND Safe Routes to School Plan**. By signing below, the signatories represent that they are duly appointed representatives of the respective parties to the Professional Services Agreement ("Contract") between **Alta Planning + Design, Inc.** ("Prime Consultant"), and **Fargo-Moorhead Metropolitan Council of Governments** ("Client") dated **November 27, 2018** and possess the authority to execute this Amendment. As of the date signed by both parties, the terms of the Contract are amended as follows:

1. Extend the project completion date from December 31, 2019 to March 31, 2020

All other terms and conditions shall remain unchanged and in effect.

Alta Planning + Design, Inc.

Fargo-Moorhead Metropolitan Council of Governments

Signature	Date
Katie Mangle, Vice President, as duly authorized	

Signature	Date
Cindy Gray, Metro COG Executive Director	



To: Metro COG Policy Board
From: Michael Maddox, AICP
Date: December 13, 2019
Re: **US 10/75 Corridor Study – Contract Amendment #2**

At the September TTC meeting, Metro COG brought forward a contract amendment for the US 10/75 Corridor Study to extend the project through December 31, 2019. Amendment #1 was subsequently approved by the Policy Board at their September meeting. The amendment stipulated that the project was to be substantially completed before the end of the year, with a draft plan being delivered to Metro COG staff before Thanksgiving. At this time, the consultant is still working with the City of Moorhead and MnDOT to iron out some of the desired project components, some of which have become clearer after the Fargo Main Avenue project was completed and opened to traffic. As a result of this and other factors, a draft report could not be delivered to Metro COG with adequate time for review and approval by the deadline listed in Amendment #1.

After discussing the project completion schedule with the Consultant in significant detail, and recognizing that unexpected issues could arise as the project moves through the review and approval process, Metro COG recommends extending the project schedule to May 31, 2020. Metro COG has a separate contract for this project with MnDOT which runs through the end of June, 2020. Metro COG and the Consultant have developed a specific schedule whereby the consultant should be able to bring the project to substantial completion by the end of March; however, as noted, unexpected issues often arise during corridor study review and approval processes, therefore we have mutually agreed upon May 31, 2020 as the amended date for a contract extension, with the understanding that the goal will be to complete all of the project tasks, submit all deliverables, and diligently work toward a schedule for the approval process that would allow for adoption by the end of March, 2020. This allows one to two extra months to resolve any issues that arise during review and adoption.

Amendment #2 to the US 10/75 Contract extends the project until May 31, 2020. Metro COG has conveyed its concern about the project schedule to the consultant, and expects the project to be completed to the expectation of Metro COG and its project partners. At their December 12th meeting, the Transportation Technical Committee recommended approval of Amendment #2 to the contract.

Requested Action: Approval of the US 10/75 Contract Amendment #2.

Amendment to US 10/75 Corridor Study Agreement

Amendment No. 2

Background

The US 10/75 Corridor Study was approved by the Policy Board at the August 2018 meeting. Subsequently, the project began in September 2018. The project had a timeline of eight-months according to the original contract; however, consultant staff turnover, additional stakeholder involvement, and cancellations of SRC and focus group meetings due to blizzard and extreme cold weather conditions in December of 2018 delayed the project significantly. SRF Consulting Group (Consultant) and Metro COG (Client) agreed to extend the project. Amendment #1 to the US 10/75 Contract was processed and approved at the September 2019 Transportation Technical Committee (TTC) and Policy Board meetings.

Subsequently, the Client has not received the agreed upon deliverables by the timeline laid forth in Amendment #1; namely, it has yet to receive the final report which includes finalized corridor alternatives. Adequate time does not remain to carry out in-depth review of project alternatives and a draft report, to complete a MnDOT management review of alternatives, carry out an SRC meeting hold the final round of public engagement, and to bring the project through the adoption process by the December 31, 2019 completion date approved in Amendment #1.

Attached to this contract is a memo from the Consultant's Project Manager. This exhibit will be considered the new project schedule and will act as the formal guide that the Consultant is expected to adhere to in order to complete the Study.

Description of Modifications

The Client and the Consultant both agree to extend the US 10/75 Corridor Study schedule until May 31, 2020. This agreement shall have the following stipulations:

- The Client expects the Consultant to deliver all remaining project tasks in a timely manner, adhering to the scheduled provided by the Consultant's Project Manager as shown in Attachment 1.
- The Consultant will submit a bi-weekly progress report, in writing, on the remaining tasks that are outstanding, and will have more frequent email or phone coordination with the Metro COG Project Manager as needed to keep the project on schedule.
- The Client will not reimburse the consultant for remaining portions of the project budget until the project has been substantially completed based upon the approved Scope of Work.
- No work after May 31, 2020 will be reimbursed by the Client.

This amendment to the US 10/75 Corridor Study is solely to extend the project schedule. The project fee is to remain the same and no additional funds will be made available in the future without prior consent of the Metro COG TTC and Policy Board through a formal contract amendment.

Agreement

The Consultant and the Client hereby agree to modify the above-referenced Modifications as set forth in this Amendment. All provisions of the original contract not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

CONSULTANT: SRF Consulting Group

Client: Fargo Moorhead Metro COG

Leif Garnass (Project Manager)

Jenny Mongeau (Policy Board Chair)

Todd Polum (Vice President)

Cynthia R. Gray (Executive Director)

Dated this _____ day of _____, 20____

Dated this _____ day of _____, 20____



2020 Metro COG Meeting Schedule

Transportation Technical Committee 10:00 a.m. Metro COG Conference Room	Metro COG Policy Board 4:00 p.m. Metro COG Conference Room
January 9	January 16
February 13	February 20
March 12	March 19
April 9	April 16
May 14	May 21
June 11	June 18
July 9	July 16
August 13	August 20
September 10	September 17
October 8	October 15
November 12	November 19*
December 10	December 17*

*Meeting will have a later start time of 4:30 p.m. due to schedule conflicts with Diversion Authority Meetings, which are typically rescheduled in November and December due to holidays.

Observed Federal Holidays

Date	Federal Holiday	Day of the Week
January 1	New Year's Day	Wednesday
February 17	Presidents' Day	Monday
May 25	Memorial Day	Monday
July 3	Independence Day	Friday (observed)
September 7	Labor Day	Monday
November 11	Veterans Day	Wednesday
November 26	Thanksgiving Day	Thursday
December 24	Christmas Eve Day	Thursday (half)
December 25	Christmas Day	Friday

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A PLANNING ORGANIZATION SERVING

FARGO, HORACE, WEST FARGO, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA

To: Metro COG Policy Board
From: Dan Farnsworth
Date: December 13, 2019
Re: **Bicycle & Pedestrian Committee Citizen Representative**

The Metropolitan Bicycle and Pedestrian Committee has a citizen representative that is appointed to the Committee for a two year term. The Committee's outgoing representative's appointment will expire December 31st, 2019 and a new citizen representative will be appointed beginning January 1st, 2020 through December 31st, 2021.

As recommended by the Metropolitan Bicycle and Pedestrian Committee, a four person selection committee was set up to review the applications. The selection committee consisted of representation from the jurisdictions of Dilworth, Fargo, Moorhead, and West Fargo.

A total of five applications were received by the September 30th deadline. Upon review and ranking by the selection committee, Chris Garty of Fargo was the top ranked candidate. At their meeting on December 12, 2019, the Transportation Technical Committee recommended approval of this committee appointment.

Requested Action:

Approval of the top ranked candidate, Chris Garty, to serve on the Metropolitan Bicycle & Pedestrian Committee for the 1/1/20 - 12/31/21 term.



Fargo-Moorhead Metropolitan
Council of Governments

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Fargo, North Dakota 58102-4807
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e: metrocog@fmmetrocog.org
www.fmmetrocog.org

To: Metro COG Policy Board
From: Adam Altenburg, AICP
Date: December 13, 2019
Re: **Agreement for Services for Food Systems Planning and Implementation Efforts**

Since September 2014, Metro COG has assisted with coordination activities for the Cass Clay Food Commission, as well as miscellaneous food systems planning efforts as part of its programs and activities in the Unified Planning Work Program (UPWP). These activities have aided in implementing recommendations of the 2013 Metropolitan Food Systems Plan and raising awareness of the increasing relationships between MPO's and public health officials in areas such as urban agriculture, food access, and hunger awareness.

The continued scope of work for these activities include providing technical assistance for the Cass Clay Food Commission, as well as general consultation and planning work as needed. Total direct and indirect costs shall not exceed \$6,000 and will be funded through a grant from the North Dakota Chronic Disease program. Funding for this program will run through September 30, 2020.

This work effort is 100% grant funded and will not use federal planning or additional local funds.

Requested Action: Approve the Agreement for Services with Fargo Cass Public Health and the City of Fargo for continued support of the Cass Clay Food Commission and additional food systems planning and implementation efforts.

THIS AGREEMENT, effective the 1st day of November 2019, by and between Fargo Cass Public Health ("FCPH"); and Fargo-Moorhead Metropolitan Council of Governments (Independent Contracting Consultant).

NOW, THEREFORE, it is hereby agreed by and between the parties hereto as follows:

- A. Term of Agreement:** The parties entered into a written agreement for the period of November 1, 2019 through September 30, 2020.
- B. Services to be provided by independent contractor:** Independent contractor will work closely with the Cass Clay Food Partners Steering Committee to implement and conduct the Cass Clay Food Commission meetings according to the Joint Powers Agreement guidelines; continue to provide guidance and administrative support for the Commission (keep minutes, compile and send out agenda packets, arrange room and technology for meetings, etc.). Oversee the Metropolitan Food Systems Plan updates and network with local jurisdictions to incorporate food systems in city/county comprehensive and land development plans.
- C. Reimbursement:** The independent contracting consultant shall be reimbursed \$6000 for services and will submit an invoice quarterly.
- D. Termination:** This Agreement may be terminated by either party upon the giving of thirty (30) days written notice.
- E. Confidentiality:** The independent contracting consultant agrees to not, directly or indirectly, disclose, make known, divulge, publish or communicate any individually identifiable health information or other confidential information to any person, firm or corporation without consent unless that disclosure is authorized under North Dakota law.

Special Considerations:

- A.** It is understood and agreed that the relationship created by this Agreement shall be that of independent contractor and contractee that shall not be deemed to be an employee of Fargo Cass Public Health for any other purpose.
- B.** This service agreement shall be governed by the laws of the State of North Dakota. I hereby certify that the above assurances and provisions of service have been reviewed and our agency has agreed upon the conditions as set forth.
- C.** It is understood any forms or paperwork required by Fargo Cass Public Health and the City of Fargo to receive payment for services will be completed as needed.
- D.** Services including printing and other miscellaneous costs may be discussed and agreed to by the parties as needed.

In Witness thereof, this purchase of service agreement has been executed between the Consultant and Fargo Cass Public Health on the date-executed below.

FARGO CASS PUBLIC HEALTH

FM Metropolitan Council of Governments

By _____
Desi Fleming, Director of Public Health

By _____
Cindy Gray, Executive Director

Date _____

Date _____

By _____
Timothy, J. Mahoney
Mayor, City of Fargo

Date _____

Contract Originator: Kim Lipetzky

To: Policy Board
From: Luke Champa
Date: 12/13/2019
Re: **2020-2023 Transportation Improvement Program (TIP) Amendment #2**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) held a public hearing at the Metro COG Conference Room – 1 2nd Street North, Suite 232, in Fargo, North Dakota on Thursday, December 12, 2019 at 10:00 a.m. to consider public comments regarding a proposed amendment to the 2020-2023 Transportation Improvement Program (TIP) for the FM Metropolitan Area. No comments regarding the proposed amendment were received at the public meeting, and no written comments have been received as of Friday, December 13, 2019. The proposed amendment to the 2020-2023 TIP reflects the final Minnesota Department of Transportation (MnDOT) State Transportation Improvement Program (STIP) that was recently approved by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). The proposed amendment to the 2020-2023 TIP is as follows:

1. **Modification of Project 5190007:** Moorhead Transit purchase of a bus shelter (2020). The federal funding source changed from Surface Transportation Block Grant Program (STBGP) funds to FTA Section 5339 funds.
2. **Modification of Project 5200099:** Moorhead Transit Dilworth transit hub improvement project (2020). The federal funding source changed from FTA Section 5307 funds to FTA Section 5339 funds.
3. **Modification of Project 5162685:** Moorhead Transit support equipment and facility upgrades (2020). The federal funding source changed from federal STBGP funds to FTA Section 5339 funds. The total project decreased to \$49,000, of which \$39,200 is through FTA Section 5339 funds, and \$9,800 through local matching funds.
4. **Modification of Project 5200001:** Moorhead Transit green light bus priority project (2020). The total project cost decreased to \$521,000, of which \$416,800 is through FTA Section 5339 funds, and \$104,200 through local matching funds.
5. **Modification of Project 8190033:** MnDOT I-94 weigh-in-motion scale project (2020). The total project cost decreased to \$355,752, all of which is through state funds.

A public notice was published in the Forum of Fargo-Moorhead on Monday, December 2, 2019. The notice advertised a public hearing and detailed public comment information such as where to send written comments regarding the proposed amendment. Public comments will be accepted until 12:00 p.m. (noon) on Thursday, December 19, 2019. The TTC recommended approval at their December 12 meeting.

Requested Action: Pending public comment, approve Amendment #2 of the Metro COG 2020-2023 Transportation Improvement Program (TIP).

Agenda Item 2g, Attachment 1

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits		Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
					To	From						
Amendment #2												
Moorhead Transit												
Moorhead Transit	5190007 TRF-0034-20E	2020	Transit				Purchase of a Bus Shelter	Transit Capital	\$ 30,000	FTA 5339	Local	\$ 24,000 6,000
Moorhead Transit	5200099 TRF-0034-20F	2020	Transit				Transit Hub Improvements - Dilworth Walmart	Transit Capital	\$ 287,500	FTA 5339	Local	\$ 230,000 57,000
Moorhead Transit	5162685 TRF-0034-20D	2020	Transit				Support Equipment/Facility Upgrades: LED Lighting and Diesel Particulate Filter Cleaner	Transit Capital	\$ 49,000	FTA 5339	Local	\$ 39,200 9,800
Moorhead Transit	5200001 TRF-0034-20B	2020	Transit				Communication Equipment (Transit Green Light Priority) Joint with City Engineering	Transit Capital	\$ 521,000	FTA 5339	Local	\$ 416,800 104,200
City of Fargo												
City of Moorhead												
City of West Fargo												
North Dakota Department of Transportation												
Cass County												
Minnesota Department of Transportation												
MnDOT	8190033 1480-177	2020	I-94		at weigh station		Install mainline (EB/WB) weigh-in-motion scale at RP 13.102 (funded by district c) *Early let/late award (ELLA)	Rehabilitation	\$ 355,752	SF	State	\$ 355,752
Clay County												

To: Metro COG Policy Board
From: Cindy Gray, Executive Director
Date: December 13, 2019
Re: **2019-2020 UPWP Amendment #5**

Over the past year, four UPWP Amendments have been reviewed and approved by the Metro COG TTC and Policy Board. Now that we are at the end of 2019, it is necessary to adjust our staff hours to address variations in staff time from that anticipated in the UPWP. I am taking this opportunity to incorporate the prior four amendments into the UPWP document so all changes are reflected in a single document. The four amendments approved thus far and the proposed Amendment #5 are summarized below.

Summary of UPWP Amendments 1-5				
Amendment # and date	Purpose of Amendment	Impacts to 2019 Budget	Impacts to 2020 Budget	Notes
#1 February, 2019	9th Street Corridor Study – boundary change and budget reduction Northwest Metro Transportation Plan – budget increase	Budget neutral		Administrative Modification (\$25,000 shift = 1.65 percent of 2019 budget; 0.8 percent of combined 2019-2020 budget) Local share changes resulted in +\$2,500 for Fargo and -\$2,500 for West Fargo.
#2 March, 2019	17th Avenue S Corridor Study – Add to 2019 as Carryover Project and add up to \$10,000 of local funds (City of Fargo) to budget Purchase of Traffic Count Equipment – Add \$5,126.17 in local funds to the 2019 Operations/Overhead Budget	Used \$2,000 in remaining funds from 2018 and added \$3,126.17 in local funds from Metro COG reserves.		Administrative Modification (\$15,125.17 addition resulted in approximately a 1.0 percent change to the total 2019 budget, 0.5 percent change in the combined 2019-2020 budget)
#3 June, 2019	Remove Metro COG Traffic Counting Program (\$125,000 reduction) Add Veterans Boulevard Corridor Feasibility Study (\$150,000 addition) Operations and Overhead (\$47,806.64 increase)	Used \$25,000 remaining from 52 nd Ave. S Corridor Study for the 76 th Ave S Amendment. Modified fund assignment between ATAC projects.	Added \$162,543.64 to 2020 budget (80% Federal, 20% local).	Administrative Modification (\$63,000 amendments for 2019 and \$162,543.64 increase for 2020 resulted in approximately a 7.1 percent change in the combined 2019-2020 budget)

	Add Dynamic Traffic Assignment (\$35,000 addition) Modify Intersection Traffic Data Reporting - ATAC (\$26,255 increase and split between 2019 and 2020) Add ATSPM set-up for Fargo - ATAC (\$28,482 increase and split between 2019 and 2020) 76th Avenue S Amendment (\$25,000 increase and extend into 2020)	Total impact of \$63,000 in funding modifications.		
#4 September, 2019	Metro COG Remodeling Project (Moved \$20,000 from 2020 budget to 2019 budget)	Adds \$20,000 to 2019 Budget (\$16,000 CPG, \$4,000 local, taken from Metro COG reserves)	Reduces 2020 budget by \$20,000 (\$16,000 CPG, \$4,000 local)	Administrative Modification (\$20,000 shift from one year to the other = 0.06 percent change in the combined 2019-2020 budget)
#5 December, 2019	76th Avenue S Amendment (Refine amendment identified in Amendment #3 to \$28,965.65, which is an addition of \$3,965.65) Modify Metro COG staff hours for 2019 (budget neutral) Add Moorhead Intersection Traffic Counts (up to \$15,000 increase) West Fargo 9th Street Corridor Study (Add \$24,409 and extend into 2020) Add nine carry-over projects (From 2017-2018: Fargo Safe Routes to School, Moorhead US 10 and 75 Corridor Study, 76th Avenue S Corridor Study, Transit Authority Study, Horace Comprehensive and Transportation Plan, FM Bikeway Gap Analysis, ATAC Intersection Data Reporting. From 2019: West Fargo 9th Street Corridor Study and Hawley Zoning Ordinance.)		Adds an additional \$34,699.72 of 2020 CPG funds and up to \$8,674.93 of local funds to the 2020 budget.	Administrative Modification (\$43,374.65 addition = 1.3 percent change in the combined 2019-2020 budget)

The information summarized above has been incorporated into an updated 2019-2020 UPWP Document. As noted above, the amendment consists of modifications to 2019 staff hours to better reflect the demands of the past year. The following table summarizes the changes to 2019 staff hours. The amended document is provided as Attachment 1.

UPWP Amendment #5 - Adjustment to 2019 Staff Hours							
UPWP Category	Hours Budgeted	% of Hours	Hours Actual	% of Hours	Change in Hours	% Change from Original Budget	
100 - Policy & Administrative Forums	1120	7.4%	1190	7.9%	70	6.3%	
200 - Contracted Planning Services	3320	22.1%	3596	23.9%	276	8.3%	
300 - Federal Transportation Planning Documentation	1390	9.2%	1301	8.6%	-89	-6.4%	
400 - Transportation Technical Data & Analysis	1825	12.1%	1558	10.3%	-267	-14.6%	
500 - Transit Planning	355	2.4%	211	1.4%	-144	-40.6%	
600 - Bicycle & Pedestrian Planning	670	4.5%	697	4.6%	27	4.0%	
700 - Local Planning Assistance	930	6.2%	871	5.8%	-59	-6.3%	
800 - General Administration	3070	20.4%	2968	19.7%	-102	-3.3%	
900 - Publications, Public Information & Communication	310	2.1%	150	1.0%	-160	-51.6%	
2019-1001 (Food Commission)	120	0.8%	93	0.6%	-27	-22.5%	
2019-1002 (Hawley Zoning Ordinance)	440	2.9%	408	2.7%	-32	-7.3%	
2019-1003 (Casselton Comp/Transp Plan)	90	0.6%	56	0.4%	-34	-37.8%	
Floating Holidays	1400	9.3%	1961	13.0%	561	40.1%	
Sick Leave*							
Vacation Leave*							
Holidays							
Funeral Leave*	1400	9.3%	1961	13.0%	561	40.1%	
Total							
	15040	100.0%	15060	100.0%	20		

*Use exceeded estimates due to balances that needed to be reduced and unexpected illnesses or family deaths.

We are also proposing the addition of another project with ATAC in 2020 to initiate what we hope will evolve into an on-going traffic counting program to assist Moorhead with on-going signal timing improvements.

In addition, we need to carry over nine projects that were originally intended to be completed in 2019 into 2020. Seven of those projects are from an amendment to the 2017-2018 UPWP. The amendment was approved late in the year, causing those projects to get started very late in 2018 or early 2019. Two of the projects are smaller in scope – the 9th Street project in West Fargo, which recently underwent a scope amendment addition and schedule adjustment, and the Hawley Zoning Ordinance update, which is being carried out internally by Metro COG staff. The project is nearing completion but further coordination with the City of Hawley is necessary. Proposed carryover projects are shown in the following table:

2017-2018 and 2019 Carryover Projects into 2020							
2017-2018 UPWP Project	Jurisdiction	Total Cost	Total Estimated Carryover	Federal %	Federal Share	Local %	Local Share
US 10/US 75 Corridor Study	MnDOT	\$ 200,000.00	\$ 22,000	80%	\$ 17,600	20%	\$ 4,400
ATAC - Intersection Traffic Data Reporting*	Fargo/Moorhead/West Fargo	\$ 64,255.00	\$ 62,000	80%	\$ 49,600	20%	\$ 12,400
Fargo Safe Routes to Schools Plan	Fargo	\$ 200,000.00	\$ 29,000	80%	\$ 23,200	20%	\$ 5,800
Regional Bike Gap Analysis	Clay/Fargo/Moorhead/West Fargo	\$ 150,000.00	\$ 8,790	80%	\$ 7,032	20%	\$ 1,758
76th Avenue Corridor Study*	Cass/Fargo/Horace	\$ 175,000.00	\$ 98,820	80%	\$ 79,056	20%	\$ 19,764
Horace Comprehensive & Transportation Plan	Horace	\$ 160,000.00	\$ 2,700	50%	\$ 80,000	50%	\$ 80,000
Transit Authority Implementation Study	Fargo/Moorhead	\$ 200,000.00	\$ 114,000	80%	\$ 91,200	20%	\$ 22,800
Subtotal		\$ 1,149,255.00	\$ 337,310		\$ 347,688		\$ 146,922
2019 UPWP Project	Jurisdiction	Total Cost	Total Estimated Carryover	Federal %	Federal Share	Local %	Local Share
West Fargo 9th Street Corridor Study*	West Fargo	\$ 123,053.00	\$63,200.00	80%	\$50,560.00	20%	\$12,640.00
Hawley Zoning Ordinance	Hawley	\$ 28,832.24	\$5,000.00	0%	\$0.00	100%	\$5,000.00
Subtotal		\$ 151,885.24	\$68,200.00		\$50,560.00		\$17,640.00
Total		\$ 1,301,140.24	\$405,510.00		\$398,248.00		\$164,562.00

*Denotes total budget amounts approved through amendments for ATAC Intersection Data Reporting, 76th Avenue S Corridor Study, and West Fargo 9th Street Corridor Study.

Not including amendments to staff hours into different UPWP categories, the changes in Amendments 1 – 5 total a 9.4 percent change to the two-year budget amount of the 2019-2020 UPWP. Once cumulative changes reach the 10 percent threshold, NDDOT and FHWA review and re-approval of the UPWP is required. We will most likely exceed this threshold with the next UPWP amendment.

At their December 12, 2019 meeting, the Transportation Technical Committee reviewed and recommended approval of the proposed Amendment 5 to the 2019-2020 UPWP.

Requested Action: Approve of the proposed Amendment #5 to the 2019-2020 UPWP.

Unified Planning Work Program

2019 - 2020

February 21, 2019
Amendment #1 (Administrative Modification)

March 21, 2019
Amendment #2 (Administrative Modification)

June 20, 2019
Amendment #3 (Administrative Modification)

September 19, 2019
Amendment #4 (Administrative Modification)

December 19, 2019 (Pending)
Amendment #5



Fargo-Moorhead Metropolitan Council of Governments

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Disclaimer

The preparation of this document was funded in part by the United States Department of Transportation with funding administered through the North Dakota & Minnesota Departments of Transportation, the Federal Highway Administration and the Federal Transit Administration. Additional funding was provided by the Minnesota Department of Transportation and through local contributions from the governments of Horace, Fargo, West Fargo, and Cass County in North Dakota; and Moorhead, Dilworth and Clay County in Minnesota. The United States Government and the States of North Dakota and Minnesota assume no liability for the contents or use thereof.

The contents of this document reflect the views of the authors, who are responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the policies of the state and federal Departments of Transportation.

1. Introduction

The Unified Planning Work Program (UPWP) documents the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) planning-related activities and projects for the 2019-2020 calendar years. Metro COG serves as an association of local governments in the greater Fargo-Moorhead metropolitan area. Metro COG performs transportation and community planning work, especially to address problems and issues that are regional in scope and across jurisdictional boundaries.

Metro COG is the Council of Governments (COG) and the federally required Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead metropolitan area. Metro COG serves a bi-state area with a planning region that covers 14 townships in Cass County, North Dakota and 16 townships in Clay County, Minnesota (Figure 1.1).

Figure 1.1 North Dakota (ND) and Minnesota (MN) Townships in the Metro COG Region		
Alliance (MN)	Glyndon (MN)	Moorhead (MN)
Barnes (ND)	Harmony (ND)	Morken (MN)
Barnesville (MN)	Harwood (ND)	Normanna (ND)
Berlin (ND)	Hawley (MN)	Oakport (MN)
Casselton (ND)	Holy Cross (MN)	Pleasant (ND)
Durbin (ND)	Humboldt (MN)	Raymond (ND)
Eglon (MN)	Kragnes (MN)	Reed (ND)
Elkton (MN)	Kurtz (MN)	Riverton (MN)
Elmwood (MN)	Mapleton (ND)	Stanley (ND)
Everest (ND)	Moland (MN)	Warren (ND)

Source: Metro COG (2018)

Metro COG's transportation planning process provides a forum for deciding how to improve the regional transportation system and how to allocate federal transportation funds to pay for these improvements. The decision-making process is **C**ontinuing, **C**omprehensive and **C**ooperative (3C planning process). It requires extensive coordination and cooperation with our local, state and federal planning partners, as well as other stakeholders and the citizens of the region.

Metro COG also is responsible for following and implementing the requirements of Title VI of the Civil Rights Act of 1964, as amended, in its planning efforts and in the preparation of its documents.

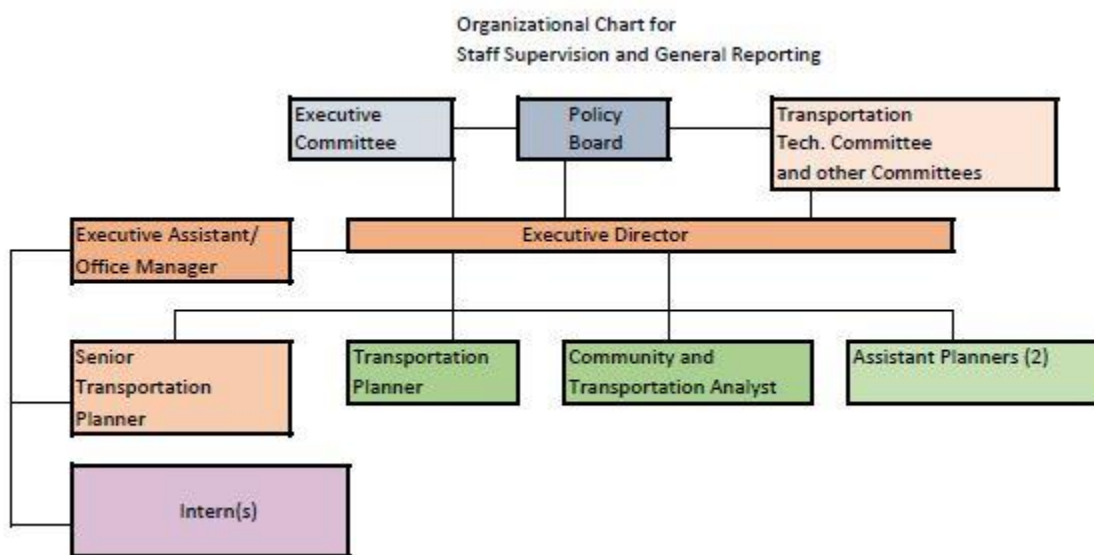
Many federal transportation programs, policies and funding categories rely upon a clear and well-documented distinction between urban and rural areas. Urban and rural areas are explicitly defined by the Census Bureau according to specific population, density and related criteria. The boundary separating urban from rural is called the Urbanized Area Boundary (UZA). UZAs may be expanded to accommodate

irregularities and boundaries that are separated from or inconsistent with transportation features. The UZA may not be reduced in size, only adjusted outward.

Figure 1.2 outlines the Metro COG Planning Area Boundary and identifies the adjusted UZA for the Metro COG Region.

The governing body for Metro COG is a twenty-three-member Policy Board consisting of sixteen voting members and five associate members representing cities and counties within the Metro COG region. Transit interests are represented by a voting member from the City of Fargo and the City of Moorhead. The North Dakota and Minnesota Departments of Transportation each have one Ex-officio member each on the Policy Board as well.

Figure 1.3.1 Metro COG Organizational Chart for Staff Supervision and General Reporting



The Metro COG Executive Committee is a seven-member board consisting of one member each from each of the seven voting member jurisdictions. The relationship, responsibility, and composition of these bodies is identified and described in the *Metro COG Articles of Association*.

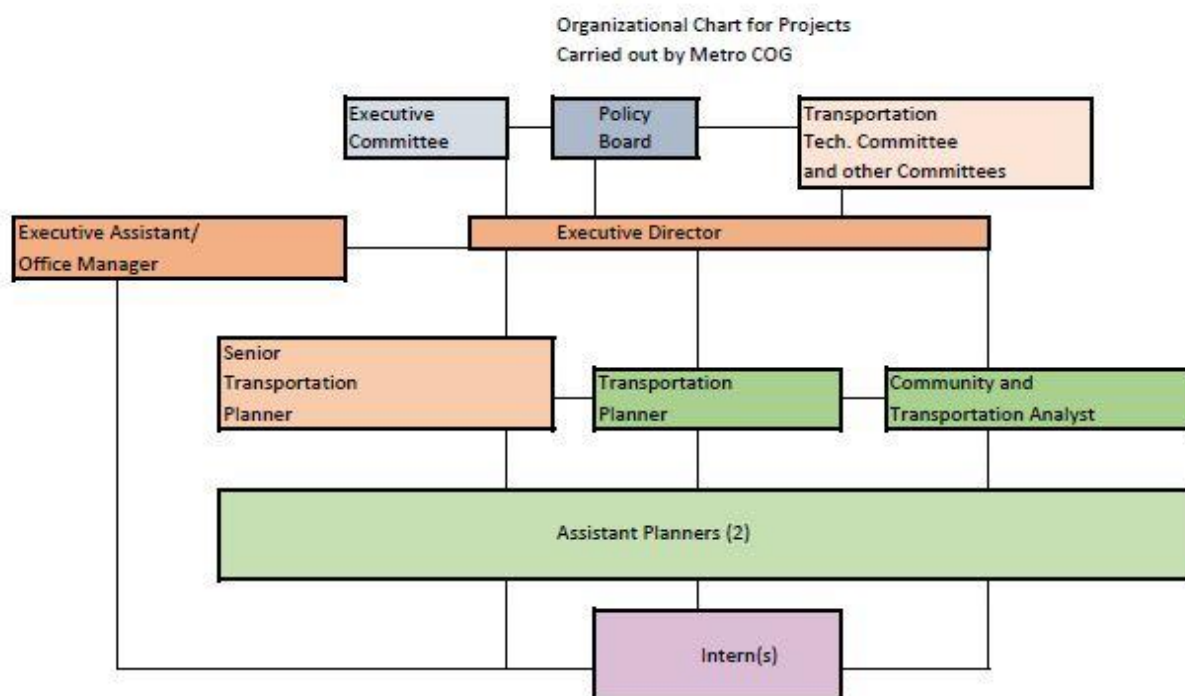
The Metro COG Transportation Technical Committee (TTC) reviews and makes recommendations related to transportation to the Policy Board. The TTC is a 22-member body with representatives from the planning and public works/engineering departments of local jurisdictions, transit agencies, state Departments of Transportation, the MPO and members representing special interests in the Metro COG region. Six additional committees provide input to TTC and Policy Board decisions based on their specific area of expertise.

The Policy Board hires an Executive Director and professional staff to accomplish the tasks identified in this UPWP. In addition to the Executive Director, agency staff consists of five planning positions and one Executive Assistant.

The Metro COG organizational structure is identified in Figure 1.3.1 and 1.3.2. Policy Board and TTC membership and Metro COG staff is listed in Appendix A.

The dates for all Policy Board, Executive Committee and Transportation Technical Committee meetings are published in the newspaper of record (The Forum) in January of each year. Notice of all meetings and full agenda packets are posted on the Metro COG web site in advance of the meetings. Policy Board and TTC meeting dates are shown in Appendix B. Executive Committee meetings are held on an as-needed basis on the first Wednesday of each month.

1.3.2. Organizational Chart for Projects Carried out by Metro COG



2. UPWP Framework

The Metro COG UPWP is a unified program that identifies work elements needed to carry out the organization's function as both a COG and an MPO. To meet federal regulations of a MPO, the Metro COG UPWP is developed in accordance with the metropolitan planning provisions described in 23 CFR, part 450 and 49 CFR, part 613. It is created in cooperation with federal and state agencies that are financial sponsors and it is intended as a management tool for participating agencies.

The 3C planning process Metro COG employs is intended to meet federal requirements and is included in this UPWP to meet the transportation needs of the residents of the region to the extent possible with the resources available.

The transportation planning process in the Fargo-Moorhead metropolitan area takes into account all modes of transportation; road and highway, transit, pedestrian, bicycle, air, and rail. The provisions of transportation and non-transportation services must also be consistent and compatible with the overall goals and development of the region.

In addition to the UPWP, Metro COG's responsibilities include the development and maintenance of a Metropolitan Transportation Plan (MMTP), a Transportation Improvement Program (TIP) and a proactive public participation effort guided by an approved Public Participation Plan (PPP). Metro COG must be, and is, compliant with civil rights legislation and maintains a Title VI Plan (reflecting requirements included in the Civil Rights Act of 1964, as amended) as reflected by the *Metropolitan Transportation Planning Self Certification (2017)*. More information on federal requirements is provided in Section 6 - Statement of Nondiscrimination.

Program Area Overview

The regional transportation planning activities and products contained in this UPWP are categorized by 12 program areas with multiple sub-tasks assigned to each. Sub-tasks are specific work activities or projects within each program area.

The 2019-2020 Program Areas are identified in Figure 2.1.

Figure 2.1 Metro COG UPWP Program Area Overview

Program Area	
100	Policy and Administrative Forums
200	Contracted Planning
300	Federal Transportation Planning Documentation
400	Technical Transportation Data and Analysis
500	Transit Planning
600	Bicycle and Pedestrian Planning
700	Local Planning Assistance
800	General Administration
900	Publications, Public Information, and Technical Assistance
1000	Community Planning and Technical Assistance

3. Metro COG Long Range Plans, FAST Planning Factors and Planning Emphasis Areas

The Program Areas and sub-tasks that are identified in the UPWP support and inform the goals and objectives of the Metro COG MTP. The most current MTP, *Metro 2040: Mobility for the Future* was approved in July 2014. It established seven goals and associated objectives to guide transportation investments in the Metro COG Region through the year 2040. These goals include:

- Maintain the existing transportation system
- Improve the efficiency, performance and connectivity of a balanced transportation system.
- Maximize the cost effectiveness of transportation
- Promote consistency between land use and transportation plans to enhance mobility and accessibility
- Provide safe and secure transportation
- Support economic vitality
- Protect the environment and conserve resources.

Figure 3.1 identifies the Program Areas of the UPWP that address the goals identified in the Metro COG MTP.

Figure 3.1 Metro COG 2040 Goals Addressed in the Metro COG UPWP

Program Area	Metro 2040: Mobility for the Future Planning Goals						
	Maintenance	Efficiency & Performance	Cost Effectiveness	Land Use and Transportation	Safety and Security	Economic Vitality	Environment & Resources
100 Policy and Administrative Forums							
200 Contracted Planning	★	★	★		★	★	
300 Federal Transportation Planning Documentation	★	★	★	★	★	★	★
400 Technical Transportation Data & Analysis	★	★			★		
500 Transit Planning	★	★	★		★		★
600 Bicycle & Pedestrian Planning		★	★	★			★
700 Local Planning Assistance				★	★	★	★
800 General Administration							
900 Publications, Public Information and Communication							
1000 Community Planning and Technical Assistance		★		★	★	★	★

Source: Metro 2040: Mobility for the Future (2014)

Metro COG is currently working on an update to the MTP. The updated plan, entitled *Metro Grow*, is scheduled for completion and adoption in 2019.

This UPWP also contains activities to assist in the implementation of provisions contained in surface transportation legislation. The most current federal authorizing legislation is the Fixing America's Surface Transportation (FAST). FAST identifies ten planning factors to be considered by MPOs in developing plans and programs that are reflected in the various tasks of the Metro COG UPWP. The Metro COG UPWP, will, at a minimum, consider the following planning factors in the transportation planning process and they will be reflected in the Program Areas and tasks identified in this UPWP. The ten planning factors are:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Figure 3.2 identifies the Program Areas of the UPWP that address each of the ten FAST planning factors.

Figure 3.2 FAST Planning Factors Addressed in the Metro COG UPWP

Program Area	FAST Planning Factors									
	Economic Vitality	System Safety	System Security	Accessibility	Project Environment	Integration of System	Efficiency	System Preservation	Resiliency & Reliability	Travel & Tourism
100 Policy and Administrative Forums										
200 Contracted Planning		★		★		★	★	★	★	
300 Federal Transportation Planning Documentation	★	★	★	★	★	★	★	★	★	★
400 Technical Transportation Data & Analysis	★	★	★	★	★	★	★	★	★	★
500 Transit Planning		★	★	★	★	★	★			
600 Bicycle & Pedestrian Planning		★	★	★	★	★	★	★		
700 Local Planning Assistance	★			★	★	★	★			★
800 General Administration										
900 Publications, Public Information and Communication										
1000 Community Planning and Technical Assistance	★	★	★		★	★	★		★	★

Source: Metro COG (2016)

On March 15, 2015, the federal government issued its 2016 Planning Emphasis Areas (PEA) to be addressed by MPOs in its planning efforts:

- **FAST Performance-based Planning:** Transition to a performance-based approach to planning and programming that supports the achievement of transportation system performance outcomes.
- **Models of Regional Planning Cooperation:** Promote cooperation and coordination across MPO boundaries and across state boundaries to ensure a regional approach to transportation planning.
- **Ladders of Opportunity:** As part of the transportation planning process, identify gaps in access to essential services, to include housing, employment, healthcare, schools/education and recreation.

The PEAs require transition to performance based planning programming as per MAP-21, and implemented through FAST. In 2018, Metro COG adopted Performance Measures regarding safety, reliability, and pavement/bridge condition. As a bi-state MPO, Metro COG carries out numerous projects that promote cooperation and coordination across state boundaries to ensure a regional approach to transportation planning. A current example is the 2045 MTP. In addition, committees dealing with bicycle and pedestrian use, transit, traffic operations, safety, freight and GIS promote communication, cooperation and coordination between jurisdictions and across state boundaries. Corridor studies, transit plans, and the MTP analyze, document, and emphasize the importance of access to essential services in which the transportation planning process identifies transportation connectivity gaps in access to essential services. A copy of the announcement letter is included in Appendix C.

FHWA and FTA have requested that MPOs include tasks in their UPWPs that support these PEAs. Metro COG will pursue a variety of tasks identified in this UPWP that meets the intent of these PEAs. Figure 3.3 identifies work activities programmed in this UPWP that address each of the three Planning Emphasis Areas.

Figure 3.3 Planning Emphasis Areas Addressed in the Metro COG UPWP

Planning Emphasis Area	Program Area									
	100	200	300	400	500	600	700	800	900	1000
FAST Performance-Based Planning		★	★	★	★					
Models of Regional Planning Cooperation		★	★	★	★	★	★			
Ladders of Opportunity					★	★	★			

Source: Metro COG (2017)

4. Funding Overview and Annual Budgets

Federal Funding

The Federal Highway Administration and Federal Transit Administration provide federal funding (PL and FTA Section 5303 funds, respectively) to assist Metro COG in providing the services identified in the UPWP. These funds are combined into an annual Consolidated Planning Grant (CPG). Per agreement between the North Dakota Department of Transportation (NDDOT) and the Minnesota Department of Transportation (MnDOT), the NDDOT administers funds from both states through the CPG grant.

State and Local Funding

Metro COG collects annual dues from its member jurisdictions that have voting privileges on the Metro COG Policy Board. These include the cities of Dilworth and Moorhead in Minnesota, the cities of Fargo, West Fargo and Horace in North Dakota, Cass County in North Dakota and Clay County in Minnesota. These funds are used as local match for federal funds identified in the CPG grant and for purchases and activities that are not eligible for federal funds.

MnDOT also provides funds from the state general fund to supplement local contributions for local match and non-reimbursable activities and purchases. Projects identified under Planning Activity 1000 will be carried out internally by Metro COG staff, and are funded based on the transportation element associated with each individual project.

Budget

The Metro COG Budget has two components: an operations budget and a contracted planning services budget. The contracted planning services budget includes the Consolidated Planning Grant (CPG) federal funds to accomplish planning studies in the region. Local funds for these projects are provided by a jurisdiction or multiple jurisdictions through special assessments to be used only for these projects. The operating budget also consists of CPG funds, but the local share of funds come from all voting member jurisdictions through an annual collection of jurisdiction dues. Tables showing local jurisdiction dues for 2019 and 2020 are included as Appendix D. A summary of the approved 2019-2020 budget is shown in Figure 4.1 on the following page.

The Metro COG Budget assigns funding in amounts to accomplish each of the Program Areas of the UPWP. Figure 4.2 on the following page identifies the major Program Areas for 2019 and 2020, as well as the portion of the annual budget assigned to each.

Activities related to surface transportation are considered eligible for reimbursement through NDDOT with Consolidated Planning Grant (CPG) funds at an 80% federal funding, 20% local funding split.

All other non-eligible activities included within the UPWP are noted and are funded through a 100% local contribution. Metro COG's indirect cost allocation plan demonstrates how Metro COG ensures accuracy in billing to its various local, state, and

federal funding sources. The Metro COG Cost Allocation Plan is included as Appendix E.

Figure 4.1 Revised Metro COG 2019-2020 UPWP Operating Budget by Program Area

Program Area	2019		2020	
	Budget	Staff Hours	Budget	Staff Hours
100 Policy and Administrative Forums	\$58,537.64	1,190	\$56,450.10	1,150
200 Contracted Planning	\$162,002.07	3,596	\$95,559.58	2,109
300 Federal Transportation Planning & Documentation	\$63,597.34	1,301	\$102,043.57	1,886
400 Technical Transportation Data & Analysis	\$63,790.24	1,558	\$83,584.90	2,065
500 Tranist Planning	\$10,514.73	211	\$19,694.10	405
600 Bicycle & Pedestrian Planning	\$28,774.68	698	\$49,159.40	1,260
700 Local Planning Assistance	\$37,972.91	871	\$44,398.20	950
800 General Administration	\$213,633.57	4,929	\$214,494.50	4,585
900 Publications Public Information and Communication	\$5,670.91	151	\$13,431.50	335
1000 Community Planning and Technical Assistance	\$20,165.46	557	\$7,761.55	195

Source: Approved Metro COG Annual Budgets, 2019 and 2020, and UPWP Amendments 1-5

5. Carryover Projects

At the start of a new calendar year, all of those projects from the previous year that remained uncompleted must be carried over into the next year's list of projects. These projects mainly consist of projects that are being completed by a consultant. The jurisdictions who have financially participated in these projects have already been assessed their dues. These projects are simply listed to convey the ongoing planning activities utilizing the previous year's grant money. Figure 5.1 lists these carry over projects.

Figure 5.1 2017-2018 UPWP and 2019 Carryover Projects

2017-2018 and 2019 Carryover Projects into 2020							
2017-2018 UPWP Project	Jurisdiction	Total Cost	Total Estimated Carryover	Federal %	Federal Share	Local %	Local Share
US 10/US 75 Corridor Study	MnDOT	\$ 200,000.00	\$ 22,000	80%	\$ 17,600	20%	\$ 4,400
ATAC - Intersection Traffic Data Reporting*	Fargo/Moorhead/West Fargo	\$ 64,255.00	\$ 62,000	80%	\$ 49,600	20%	\$ 12,400
Fargo Safe Routes to Schools Plan	Fargo	\$ 200,000.00	\$ 29,000	80%	\$ 23,200	20%	\$ 5,800
Regional Bike Gap Analysis	Clay/Fargo/Moorhead/West Fargo	\$ 150,000.00	\$ 8,790	80%	\$ 7,032	20%	\$ 1,758
76th Avenue Corridor Study*	Cass/Fargo/Horace	\$ 175,000.00	\$ 98,820	80%	\$ 79,056	20%	\$ 19,764
Horace Comprehensive & Transportation Plan	Horace	\$ 160,000.00	\$ 2,700	50%	\$ 80,000	50%	\$ 80,000
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Subtotal		\$ 1,149,255.00	\$ 337,310		\$ 347,688		\$ 146,922
2019 UPWP Project	Jurisdiction	Total Cost	Total Estimated Carryover	Federal %	Federal Share	Local %	Local Share
West Fargo 9th Street Corridor Study*	West Fargo	\$ 123,053.00	\$63,200.00	80%	\$50,560.00	20%	\$12,640.00
Hawley Zoning Ordinance	Hawley	\$ 28,832.24	\$5,000.00	0%	\$0.00	100%	\$5,000.00
Subtotal		\$ 151,885.24	\$68,200.00		\$50,560.00		\$17,640.00
Total		\$ 1,301,140.24	\$405,510.00		\$398,248.00		\$164,562.00

*Denotes total budget amounts approved through amendments for ATAC Intersection Data Reporting, 76th Avenue S Corridor Study, and West Fargo 9th Street Corridor Study.

Several carryover projects occurred between 2018 and 2019 due to the large number of projects added to the work program in the second half of 2018. These projects were added to the UPWP to address a number of issues that had arisen since adoption of the 2040 MTP that had not yet been addressed. Many concerns and issues were raised by local jurisdictions due to the high growth rate the region is experiencing. The projects

initiated in 2018 and carried over into 2019 address these issues. Due to the fact that several of these projects were initiated in late in 2018, many of them did not fully get up and running until early 2019, and several now need to be carried over into the first quarter or half of 2020. In addition, two projects initiated in 2019 must be carried over into 2020 due to expansion of scope or need for additional coordination with the local jurisdiction.

Note: UPWP Amendment #2, approved by Policy Board in March, 2019, added the 17th Avenue S Corridor Study as a carryover project, but that project is complete as of December, 2019 and therefore is no longer included in Table 5.1.

6. 2019 and 2020 Projects

Annually/biannually, Metro COG identifies needed projects within the region to study local transportation related issues. These projects are typically completed by a consultant team. Over the course of the last couple of years, Metro COG has expanded this program because of the needs of the Fargo Moorhead Region.

Metro COG partners with its local jurisdictions and entities such as the Minnesota and North Dakota Departments of Transportation to advance transportation, and its related components, by developing, leading, and funding projects aimed at tackling regional issues. Figures 6.1 and 6.2 list those projects that Metro COG has developed, with the assistance of its regional partners, to complete in 2019 and 2020. These projects were vetted and prioritized by the Transportation Technical Committee (TTC) and approved by the Metro COG Policy Board. Project descriptions can be found in Section 10.

Figure 6.1 2019 Contracted Planning Projects

2019 Contracted Projects						
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share
NDSU ATAC Annual Participation (TDM Model Dev)	Regional	\$10,000	80%	\$8,000	20%	\$2,000
Metro COG Office Remodel & Furnishing (2019-2020) ³	Regional	\$340,000	80%	\$272,000	20%	\$68,000
9th Street Corridor Study ²	West Fargo	\$100,000	80%	\$80,000	20%	\$20,000
Nothwest Metro Transportation Plan (2019-2020) ²	Fargo/West Fargo	\$200,000	80%	\$160,000	20%	\$40,000
Fargo-Moorhead Diversion Rec Plan (2019-2020) ¹	Diversion Authority	\$80,000	50%	\$40,000	50%	\$40,000
Total		\$730,000		\$560,000		\$170,000

¹ For 2019, uses unspent dollars from the 2018 Fargo - West Fargo Parking and Access Study (approximately \$40,000) and for 2020, uses budget correction for the Moorhead 17th Street Study (\$75,000). Local share is assumed to be paid by Diversion Authority at 50%.

² Denotes revised amounts in UPWP Amendment #1 - February, 2019

³ Denotes revised amount in UPWP Amendment #4 - September, 2019 (transfer of \$20,000 in 2020 funds to 2019)

Local funds of \$4,000 for Amendment #4 were taken from Metro COG reserves upon approval from the Metro COG Policy Board.

Figure 6.2 2020 Contracted Planning Projects

2020 Contracted Projects						
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share
NDSU ATAC Annual Participation (TDM Model Dev)	Regional	\$10,000	80%	\$8,000	20%	\$2,000
Metro COG Traffic Counting Program ¹	Regional	\$0	80%	\$0	20%	\$0
Dynamic Traffic Assignment ¹	Regional	\$35,000	80%	\$28,000	20%	\$7,000
MATBUS Transit Development Plan	MATBUS	\$200,000	80%	\$160,000	20%	\$40,000
Veterans Boulevard Corridor Feasibility Study ¹	Fargo/Horace	\$150,000	80%	\$120,000	20%	\$30,000
17th Street Corridor Study	Moorhead	\$100,000	80%	\$80,000	20%	\$20,000
Fargo-Moorhead Diversion Rec Plan (2019-2020) ³	FM Diversion Authority	\$150,000	50%	\$75,000	50%	\$75,000
Northwest Metropolitan Transportation Plan ³	Fargo/West Fargo	\$50,000	80%	\$40,000	20%	\$10,000
Metro COG Office Remodel and Furnishing ²	Regional	\$5,000	80%	\$4,000	20%	\$1,000
Moorhead Intersection Data Collection ⁴	Moorhead	\$15,000	80%	\$12,000	20%	\$3,000
Total		\$715,000		\$527,000		\$188,000

¹ Budget added, changed or deleted with UPWP Amendment #3.

² 2020 budget reduced with Amendment #4, which transferred \$20,000 of 2020 funds into 2019.

³ Project initially set up to span 2019 and 2020.

⁴ Project added with UPWP Amendment #5.

7. Strategic Plan

The Metro COG MTP is updated every five years, but the initial work for the update begins soon after the last approved update. To assure documents and other actions that inform the MTP are completed on a timeline that facilitates the use of this information, Metro COG provides a strategic plan identifying UPWP Program Areas and tasks that support or become part of the MTP update. The Metro COG Strategic Plan (Figure 7.1) establishes a timeline for the development of the MTP by identifying those UPWP work activities, in chronological order, to prepare for, develop and inform the next update of the Metropolitan Transportation Plan.

Figure 7.1 Metro COG Strategic Plan for Major Activities

Major Program Activity	2019-2020 UPWP									
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Long Range Transportation Plan (LRTP)	Map-21 Updates			2045 Update (approval Q3 2019)		LRTP Updates			2050 Update (approval Q3 2024)	
LRTP Origin Destination/Travel Time						*	*			
Transit Development Plan (TDP)	*					*				
Metropolitan-Wide Traffic Counts	*					*				
Traffic & Bicycle Counts (Annually/As-needed)	*	*	*	*	*	*	*	*	*	*
Bicycle & Pedestrian Plan		*					*			
Demographics		*	*				*	*		
Model Calibration			*	*				*	*	
Intelligent Transportation Plan			*					*		
Regional Freight Plan		*						*		
Congestion Management Process		*					*			
Regional Railroad Safety Plan		*					*			
Aerial Photography			*			*			*	
Regional Safety Plan			*					*		
TIP Development/Management	*	*	*	*	*	*	*	*	*	*

Source: Metro COG (2015)

8. Statement of Nondiscrimination

Metro COG hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency and related statutes and regulations in all programs and activities. In February, 2018, Metro COG adopted the 2017 Title VI Annual Report, which provided an annual update reporting on accomplishments of the agency relative to the Title VI program. Title VI requires that no person in the United States of America shall, on the grounds of race, color or national origin, be excluded from the participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which Metro COG receives federal financial assistance. Any person who believes that they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Metro COG. Any such complaint must be in writing and filed with the Metro COG Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

For more information, or to obtain a Title VI Discrimination Complaint Form, please contact:

Cindy Gray, Executive Director
Metro COG Title VI Coordinator
Case Plaza, Suite 232
One North 2nd Street
Fargo, North Dakota 58102-4807
gray@fmmetrocog.org
701.532.5103

The 2017 Title VI Annual Report and a downloadable version of the Discrimination Complaint Form can also be found on the Metro COG website at:
www.fmmetrocog.org

9. Self-Certification and Restrictions on Lobbying

Self-Certification

It is a requirement of 23 CFR 450.336 that the State and the Metropolitan Planning Organization (MPO) certify at least once every four years, concurrent with submittal of the Transportation Improvement Program (TIP) as part of State TIP approval, that its transportation planning process is being carried out in compliance with all applicable requirements. Metro COG updates its self-certification documentation on an annual basis, as part of the TIP.

The requirements of self-certification include:

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, ex, or age in employment or business opportunity;
5. Sections 1101(b) of FAST (Pub. L. 112-141) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

In addition to those requirements outlined in 23 CFR 450.336, Metro COG is also required to certify that its transportation planning process complies with additional Federal requirements, as follows:

- Private Enterprise Participation in Metro COGs Planning Process (49 USC 1607 and 1602 [c])

- Drug Free Workplace Certification (49 CFR, Part 29, sub-part F)
- Restrictions on Influencing Certain Federal Activities (49 CFR, Part 20)
- Restrictions on Procurements from Debarred or Suspended Persons/Firms (49 CFR, Part 29, sub-parts A to E)
- Executive Order 12898 – Environmental Justice in Metropolitan Transportation Plan

The Metro COG Policy Board also certifies that the 3-C (continuing, comprehensive, and cooperative) planning process used in the FM Metropolitan area complies with the above federal requirements.

Every three years Metro COG reviews the federal regulations in relationship to Metro COG's planning program, and generates a Metropolitan Transportation Planning Process Certification document to identify Policy Board requirements in meeting the intent of federal legislation. Annually, as part of the Transportation Improvement Program, the Policy Board Chair signs on behalf of the full Policy Board a self-certification statement expressing the Board's confidence that Metro COG's planning activities are in compliance with the federal requirements noted above.

A signed copy of the most current Self Certification document is included in Appendix F.

Restrictions on Lobbying

Similar to the Self Certification Statement, Metro COG must attest to the fact that we abide by federal legislation and sign a statement on restrictions on lobbying. Appendix G. includes a signed statement on Restrictions on Lobbying.

10. Program Areas and Subtasks

Metro COG breaks the Program Areas into individual sub-tasks to be complete in each of the calendar years covered by this UPWP. Each Program Area has identified an objective, a budget and sub-tasks. Each sub-task has an estimated period for completion and identifies the responsible agencies and participants.

100 Policy and Administrative Forums

Objective:

To maintain and coordinate policy and administrative forums. Work includes, but is not limited to creating agendas and supporting material, conducting meetings, traveling to and from meetings and communications with committee members.

Assigned Staff Hours: 1,120 (2019) 1,230 (2020)

Previous Accomplishments:

- Monthly MPO Policy Board Meetings
- Scheduled Metro COG Executive Committee Meetings
- Monthly TTC Meetings
- Bi Annual North Dakota MPO Directors meetings
- Mid-Year Reviews by FHWA, FTA, NDDOT and MNDOT
- Quarterly MnDOT MPO Directors meetings
- Quarterly ATP-4 meetings

Figure 10.1 Activity Budget and Funding Source Split for Program Area 100

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$46,830	80%	\$45,160.08	\$91,990
Local	20%	\$11,708	20%	\$11,290.02	\$22,998
Total	100%	\$58,538	100%	\$56,450	\$114,988

Participant(s): Metro COG**101 Metro COG Policy Board**

The Policy Board meets monthly and is charged with adopting major plans, approving the agency's annual budget and work program, reviewing and approving monthly bills, providing oversight of Metro COG's activities, and carrying out activities identified in the Metro COG Articles of Association, as amended.

Activities:

- Developing, copying, emailing and website posting of meeting agendas and agenda packets
- Preparing and reviewing meeting minutes
- Contacting Policy Board members
- Providing staff support and research
- Preparing staff reports and presentations
- General meeting facilitation

Products

2019 Monthly Policy Board meetings
 2020 Monthly Policy Board meetings

Completion Date

Monthly
 Monthly

102 Metro COG Executive Committee**Participant(s):** Metro COG

The Metro COG Executive Committee meetings are scheduled monthly, but the Committee meets on an "as needed" basis. The Executive Committee recommends the agency's annual budget and work program to the Policy Board, as well as other recommendations as required in the day-to-day operations of the agency.

Activities:

- Developing, copying, and emailing of meeting agendas and agenda packets

- Preparing and reviewing meeting minutes
- Contacting Policy Board members
- Providing staff support and research
- Preparing staff reports and presentations
- General meeting facilitation

Products

2019 Executive Committee Meetings (as needed).
2020 Executive Committee Meetings (as needed).

Completion Date

As Needed
As Needed

103 Transportation Technical Committee (TTC)

Participant(s): Metro COG

Metro COG works with the Transportation Technical Committee (TTC) to carry out a program of continuing, comprehensive and coordinated transportation planning . Through this work with the TTC, Metro COG maintains correspondence and coordination with participating agencies, and provide other technical support necessary to the transportation planning program. The TTC typically meets on a monthly basis to approve action items and discuss issues in the Metro COG region in order to forward recommendations to the Metro COG Policy Board for disposition.

Activities:

- Developing, copying, emailing and website posting of meeting agendas and agenda packets
- Preparing and reviewing meeting minutes
- Contacting TTC members
- Providing staff support and research
- Preparing staff reports and presentations
- General meeting facilitation

Products

2019 Monthly TTC meetings
2020 Monthly TTC meetings

Completion Date

Monthly
Monthly

104 Federal, State, and Local Committee Meetings

Participant(s): Metro COG

The MPOs in North Dakota and Minnesota meet to discuss transportation issues related to MPOs and coordination with the respective State Departments of Transportation in carrying out MPO activities. Meetings are held two times per year (biannually) in North Dakota and four times (quarterly) in Minnesota. There are also various meetings on Federal, state, and local topics that Metro COG attend regularly. This includes meetings such as ATP-4, STIC, and other such meetings.

In 2019, it is Metro COG's turn to host the summer Minnesota MPO Conference. Responsibility for planning and hosting the event rotates between the Minnesota MPOs. Staff time will be required to prepare for this event. In addition to all other MPOs within

Minnesota, Metro COG will invite NDDOT and the Bismarck-Mandan MPO to participate in this conference.

Additional meetings and coordination were initiated in 2018 by MNDOT's efforts to study and prepare MPOs and communities around the state for connected and autonomous vehicle (CAV) technology. This coordination is anticipated to continue into 2019 and beyond.

Activities:

- Agenda development
- Staff support and research
- Travel to and from meeting venue
- Planning and hosting 2019 Minnesota MPO Conference
 - Coordination with other MPOs
 - Make venue arrangements
 - Solicit presentations for the conference program, establish schedule, and plan networking arrangements
 - Communicate with prospective attendees and handle conference registration

Products

Attendance at Federal, State, and Local meetings

Completion Date

Annually

200 Contracted Planning Services

Objective:

To conduct Metro COG's annual contracted planning projects for the purposes of analyzing local and regional issues as well as development of Metro COG's required transportation planning documentation. This element allows Metro COG the resources to develop contracted planning scopes of work, go through the consultant procurement process, and provide contract management and oversight for work that is contracted to a consultant. Staff actively participate in the plan's development by coordinating with local jurisdictions as well as guiding the consultant teams based upon Metro COG's goals as stated in the adopted Metropolitan Transportation Plan.

Assigned Staff Hours: 3,320 (2019) 1,850 (2020)

Previous Accomplishments:

- Regional Freight Plan
- Regional Railroad Safety Plan
- Metro COG Socioeconomic Data Development Plan
- Aerial Photography/LiDAR Update
- O-D Data Purchase
- 17th Avenue S Corridor Study

- Cass County Comprehensive and Transportation Plan
- Moorhead ADA Transition Plan

Figure 10.2 Activity Budget and Funding Source Split for Program Area 200

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$129,601.66	80%	\$76,448	\$206,049
Local	20%	\$32,400.41	20%	\$19,112	\$51,512
Total	100%	\$162,002	100%	\$95,560	\$257,562

2018-201 Metro COG 2045 Metropolitan Transportation Plan (MTP) Update (CARRYOVER) COMPLETED IN 2019

Participant(s): Metro COG/Consultant

Develop the 2045 MTP to be adopted by June of 2019. Work with a hired consultant to update the existing 2040 MTP including evaluation and update of goals, objectives and performance measures, as well as updating the content of chapters contained in the 2040 MTP. This element also involves a proactive public participation effort guided by the consultant as well as a financial analysis and a prioritized, fiscally constrained list of projects. Input to the update will include recommendations from other Metro COG studies and reports.

Activities:

- Project management and oversight
- Continue working with the consultant to complete traffic forecasts and identify system needs
- Oversight of scenario planning
- Identification and prioritization of future improvements
- Review of draft plan
- Coordinate with SRC (TTC and Traffic Operations Committee) on review of draft plan
- Participation in final public engagement events
- Coordinate individual jurisdictional reviews of the plan
- Present to TTC and Policy Board for final approval

Products

Updated 2045 Metropolitan Transportation Plan

Completion Date

2nd QTR 2019

Participant(s): Metro COG/ATAC

**2019-202 ATAC Travel Demand Model Development (2019-2020)
COMPLETED IN 2019**

Metro COG contracts with the Advanced Traffic Analysis Center (ATAC) for technical assistance in transportation planning and MPO responsibilities, most notably updating and maintaining the Metro COG Travel Demand Model (TDM) and Regional ITS Architecture.

Activities:

- TDM Model Update
- Regional ITS Architecture update and maintenance
- Quarterly meetings with the MPOs and NDDOT

Products

**Completion
Date**

Travel Demand Model Update
Regional ITS Architecture Update

Ongoing
Ongoing

2020-203 ATAC Intersection Traffic Data Import and Reporting (CARRYOVER – 2018)

Participant(s): Metro COG/Consultant

ATAC will develop a web-based traffic data analysis tool for the Metro COG region to collect traffic count data from data detection loops and Autoscope cameras. The primary purpose of this project is to develop the connections and build a traffic analysis tool-compatible database for the Fargo-Moorhead Metro COG region. Data would be collected from intersections operated by Fargo, West Fargo, Moorhead and North Dakota and Minnesota Departments of transportation. The data collected will supplement the current traffic count program and will be used in the transportation planning efforts at Metro COG.

Activities:

- Collect data
- Process data
- Distribute data

Products

**Completion
Date**

Web-based traffic count database

1st QTR 2019

Participant(s): Metro COG/Consultant

**2019-204 13th Avenue Corridor Study (2017) (CARRYOVER)
COMPLETED IN 2019**

This corridor study addresses 13th Avenue in West Fargo from Main Avenue West to 17th Street East. The corridor study will include a review of existing and future conditions along the corridor including proposed future development. The study will also include a public participation component, identification of issues and project need, a review of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. Project was initiated in the 2nd quarter of 2017.

Activities:

- Project management and oversight
- Coordinate with SRC (TTC and Traffic Operations Committee) on review of draft plan
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

**Completion
Date**

13th Avenue Corridor Study Final Report

2nd QTR 2019

**2019-205 12th Avenue South Corridor Study – 4th Street to
20th Street (2018) (CARRYOVER) COMPLETED IN 2019**

Participant(s): Metro
COG/Consultant

The completion of a corridor study is taking place along 12th Avenue South from 4th Street to 20th Street. The corridor study would include a review of existing and future conditions along the corridor including proposed future development. The study also includes a public participation component, identification of issues and project need, a review of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. Project was initiated in 2nd Quarter of 2018.

Activities:

- Project management and oversight
- Coordinate with SRC
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

**Completion
Date**

12th Avenue South Corridor Study – 4th Street to 20th Street Final
Report

2nd QTR 2019

**2019-206 Cass County CR 18 Corridor Study (2018)
(CARRYOVER) COMPLETED IN 2019**

Participant(s): Metro
COG/Consultant

The section of 52nd St SE between Cass Hwy 15 (165th Ave SE) and Cass Hwy 17 (170th Ave SE) is currently a township road. The east mile is located in Pleasant Township and the West 4 miles are located in Normanna Township. The two issues this route currently has for the township is the increased traffic from the Oxbow students driving to Kindred for school and the potential slide area just south of the Norman Lutheran Church near the Sheyenne River oxbow. The township's costs for maintaining this section of road are continuing to increase each year. The County is interested in having a better understanding of the cost of maintaining this segment of road as gravel given the traffic volumes and potential slide issues at the church. In the past the township has mentioned that they would be interested in taking over County Hwy 36 in Normanna Township if the County took over 52nd Ave SE. County Hwy 36 (51st Ave SE), starts at Cass Hwy 15, goes east two miles, north 0.5 miles (167th Ave SE), east one mile (50th ½ St SE), then 2.5 miles north (168th Ave SE) to County Hwy 16 (48th St SE). If this change were made as a result of this study, the County would likely retain ownership the bridge on both routes. This segment would most likely need to be graded and some sort of gravel stabilization or possibly paving depending on the projected traffic volumes. This study is aimed at evaluating this potential jurisdictional transfer and the resulting recommended roadway improvements.

Activities:

- Project management and oversight
- Coordinate with SRC
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

CR 18 Corridor Study Report

**Completion
Date**

2nd QTR 2019

2020-207 US75/US10 Corridor Study (2018) (CARRYOVER)

Participant(s): Metro
COG/Consultant

The purpose of the US 75/10 Corridor Study is to update the 2008 and 2013 planning studies. Highway 75 from north of the diverging diamond to Main Avenue and Highway 10 from the Red River to the east junction of 75 will be reconstructed in Moorhead in 2025. The corridor needs and alternatives will be identified as part of this study.

Activities:

- Project management and oversight
- Organize and attend SRC meetings and other SRC coordination

- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

Final Corridor Study Report

**Completion
Date**

4th QTR 2019

2020-208 Fargo Safe Routes to Schools Study (2018) (CARRYOVER)

Participant(s): Metro

COG/Consultant

Update to the current study that would include the new schools that have been constructed and needed improvements due to the movement away from neighborhood based schools. The project would come up with guidance on needed facilities, preferred access routes from neighborhoods to schools, engagement of parents and school faculty, field data collection of existing conditions and school pedestrian and bicycle patterns, and a study document that will identify and document issues at individual schools and prioritize improvements.

Activities:

- Project management and oversight
- Organize and attend SRC meetings and other SRC coordination
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval
- Assistance with school observations and field investigations

Products

Final Corridor Study Report

**Completion
Date**

4th QTR 2019

2020-209 Regional Bicycle and Pedestrian Gap Analysis (2018) (CARRYOVER)

COG/Consultant

Participant(s): Metro

This study will examine the feasibility, opportunities and constraints, and alternatives for closing the highest priority gaps in the metro area's bikeway system. The gaps to be analyzed were identified in the 2016 FM Metro Bicycle & Pedestrian Plan. The objective of the study is to develop planning-level alternatives for closing the gaps, including graphics (sketches and renderings), information about impact to adjacent properties, the extent to which standards can be met, comparison of alternatives, and planning

level cost estimates. Projects will be prioritized based on information provided by the alternatives analysis and public input. A report and graphics will provide information and recommendations for closure of bikeway system gaps.

Activities:

- Project management and oversight
- Organize and attend SRC meetings and other SRC coordination
- Review of draft and final plan
- Participation in final stakeholder and public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

**Completion
Date**

Final Corridor Study Report

4th QTR 2019

**2020-210 76th Avenue Corridor Study
(2018) (CARRYOVER)**

Participant(s): Metro
COG/Consultant

Metro COG and its local partners have placed a priority on developing a vision for the 76th Avenue Corridor before extensive development occurs along the corridor, and will collaborate on the project with the goal of identifying future characteristics of the roadway, such as capacity, multi-modal features, and corridor aesthetics. Specific project goals include:

- Identify right of way for needed roadway cross-sections (both now and in the future),
- Identify future capacity needs of the corridor,
- Determine the desired functionality of the corridor,
- Identify safety features that should be considered as part of roadway design,
- Preserve functionality through access management applications,
- Create a vision and palette of features that will result in a livable corridor that adds to the aesthetics of the community regardless of the corridor's functionality,
- Integrate multimodal transportation options through a complete streets approach,
- Create feasible alternatives that can be carried forward into the NEPA process, and
- Plan for phased roadway installation in a manner that allows the initial roadway investment to become part of the ultimate roadway configuration for the purpose of preserving initial investments made in the roadway.

An important element of the project will involve working toward consensus between the City of Fargo, City of Horace, Cass County and the North Dakota Department of Transportation regarding the vision for the corridor and future roadway characteristics.

Activities:

- Document Development
- Planning level cost estimates
- Adjacent land use recommendations
- Project management and oversight
- Organize and attend SRC meetings and other SRC coordination
- Review of draft and final plan
- Participation in public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

Final Corridor Study Report

**Completion
Date**

4thQTR 2019

**2020-211 Horace Comprehensive and Transportation Plan
(2018) (CARRYOVER)**

Participant(s): Metro
COG/Consultant

The objective of this project is the preparation of a new Comprehensive and Transportation Plan for Horace, North Dakota which will document a vision for the city's future and provide strategic guidance relative to future growth decisions. The plan will include goals and guidelines that are tangible and achievable during a 25 year planning horizon. Horace is experiencing rapid growth and it would like make sure that it is creating a robust roadway network as development occurs. With the rapid growth that is occurring, Horace would like to make sure that its comprehensive plan details the policies it would like to apply towards development. It would also like to know what connections it needs to make to adjacent communities and where/how many crossings over Drain 53 should be planned. The plan will also incorporate roadway network policies and best practices for the City. The plan, incorporating the most recent census data, city and regional trends, development challenges and issues, and best planning practices, should create an overall blueprint for Horace and recognize and appropriately plan for the city's physical, social, and economic assets. Metro COG will only be funding the transportation element of the plan (\$80,000 Federal, \$20,000 local) and the City of Horace will pay for an additional \$60,000 for a total project cost estimated at \$160,000.

Activities:

- SRC Meetings
- Public Presentations/Open Houses

- Document Development
- Proposed roadway configuration
- Policies for roadway platting and development
- Land Use Planning

Products

Final Comprehensive and Transportation Plan

**Completion
Date**

3rd QTR 2019

**2020-212 MATBUS Transit Authority Implementation Study
(2018) (CARRYOVER)**

Participant(s): Metro
COG/Consultant

This study will analyze the feasibility, financial implications, and possible governance structures that will be necessary in order to evaluate the formation of a MATBUS transit authority. The study will be a collaborative effort between Fargo and Moorhead (and possibly other regional jurisdictions) to explore funding options for MATBUS operations. A consultant will be an objective third party expert who will educate city leadership on the costs/benefits of various funding options, gain consensus among the jurisdictions involved, and walk MATBUS through the process of implementing the recommendations of the plan. Recommendations could include how MATBUS shares facilities, reviewing MOU's, setting up articles of association, analyzing the structure and necessary staff (HR, legal, etc), looking at the funding components of the agency (especially with the shift to a major metropolitan area over 200,000 people) and developing a strategy that MATBUS can use to approach the North Dakota and Minnesota legislatures in 2019 to create a transit authority.

Activities:

- Study impacts to revenue stream after 2020 census results
- Document and analyze projected financial outlook
- Review of organizational alternatives
- Study the need for regulatory changes at the state level
- Organize and hold SRC Meetings
- Public Presentations/Open Houses
- Documentation for the Creation of a Transit Authority or alternative organizational recommendation
- Guidance on how to formally combine Transit agencies

Products

Final MATBUS Transit Authority Study

**Completion
Date**

4th QTR 2019

2020-213 -Office Remodel and Furniture (2019-2020)**Participant(s):**
Capital Purchase

Metro COG's offices have not been refurbished for many years, and at that time, only a portion of the office was recarpeted and painted. Office furniture is outdated and ergonomically problematic given the heavy use of PCs by all staff. Growth in the metropolitan area has resulted in expanded TTC and Policy Board membership, resulting in over-crowded conference room conditions. The lack of a second meeting room creates inconvenience and inefficiency. There is no separate employee breakroom with a sink, refrigerator, microwave and seating area; these features are spread between two spaces at this time. Generally, the office is worn, outdated and inefficient. Metro COG will work with the building owner to plan a remodel, which may include the absorption of additional square footage to better accommodate a larger conference room and a second smaller conference room. In addition, the remodel will include an improved entry area for visitors and guests to wait for interviews and meetings, and additional office spaces to better accommodate additional staff once the metro area becomes a Transportation Management Area (TMA). Individual office furniture will be replaced. Technological improvements will be included in a new conference room to allow for video conferencing and up-to-date audio-visual equipment. It is anticipated that after the initial remodeling is complete, needs that were initially unanticipated will arise. To address these needs, a smaller amount of funds has been budgeted for 2020 as well.

Activities:

- Coordination with Goldmark Development and Enclave Development to prepare plans for remodeling
- Documentation of existing furnishings to be sold or discarded
- Packing and moving to temporary office space in Fargo's former City Administration offices for the duration of the remodel and moving back into the remodeled space
- Coordination with Metro COG's IT service provider to get set up in temporary space and in refurbished space
- Monitoring progress and coordinating with building owner
- Selecting and arranging for furnishings

Products

Remodeled Office and Furnishings

**Completion
Date**2nd QTR 2019
and 1st QTR 2020**2020-214 9th Street Corridor Study – 7th Ave E to 12th 19th Ave NE (2019)
(2019) (CARRYOVER)****Participant(s):** Metro COG/Consultant

The City of West Fargo anticipates the need for reconstruction of this portion of 9th St E in the near future. Issues that need to be addressed include interactions with the West

Fargo High School traffic and pedestrian activities, transit accommodations, intersection issues at Main Avenue, and rural to urban section transition north of Main Avenue. Traffic along this corridor ranges from residential to heavy industrial.

Activities:

- Corridor Analysis
- Organize and attend SRC meetings and other SRC coordination
- Planning level cost estimates
- Project management and oversight
- Document Development
- Review of draft and final plan
- Public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

- 9th Street E Corridor Study

**Completion
Date**

- 4th QTR
2019

2020-215 Northwest Metro Transportation Plan (2019-2020)

Participant(s): Metro COG/Consultant

The City of Fargo is currently working to improve utility services in support of development pressures in the City's northwestern growth area. Additionally, the Cities of Fargo and West Fargo are currently working to establish a new extraterritorial agreement in coordination with a recent utility service agreement between the two cities. Within this context there is a need to coordinate the efficient development of public infrastructure, including the transportation system. There is a need to develop a northwest metro transportation plan to guide the development of the transportation system in coordination with larger infrastructure improvements.

Activities:

- Corridor Analysis
- Organize and attend SRC meetings and other SRC coordination
- Planning level cost estimates
- Project management and oversight
- Document Development
- Review of draft and final plan
- Public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

Northwest Metro Transportation Plan

**Completion
Date**

1st QTR 2020

2020-216 Fargo-Moorhead Diversion Recreation Plan (2019-2020)

Participant(s): Metro
COG/Diversion
Authority/
Consultant

The Fargo-Moorhead Diversion presents a significant opportunity for trails and associated recreational features on the banks of the channel. A trail system could be the most continuous feature of the plan. Connections to the metropolitan trail network would be an important feature that would increase use of the facilities and ensure access for local users. The purpose of the plan is to facilitate recreational concepts into the design and construction of the diversion project. In addition, these concepts would be developed so they can be constructed in phases both during and after the diversion construction as funding is available. The plan would prepare concepts for trails, trail connections, and recreational features, and would allow for the preparation of planning level cost estimates. Given the route of the diversion channel, the recreation plan would involve multiple jurisdictions, including Fargo, West Fargo, Cass County, Horace, and possibly others within the metropolitan planning area.

Activities:

- Corridor Analysis
- Diversion Authority and Multijurisdictional Coordination
- Organize and attend SRC meetings and other SRC coordination
- Conceptual layout alternatives
- Visualizations
- Planning level cost estimates
- Project management and oversight
- Document Development
- Review of draft and final plan
- Public engagement events
- Coordinate Diversion Authority and jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

Fargo-Moorhead Diversion Recreational Plan

**Completion
Date**

3rd QTR 2020

~~2020-217 Metro COG Traffic Counting Program (2020)~~

~~Participant(s): Metro COG/Consultant~~

~~The year 2020 will be the base year for the 2024 Metropolitan Transportation Plan update. Metro COG will work with NDDOT, MNDOT and local partners to arrange for traffic counts to be taken on functionally classified roadways throughout the metropolitan area. These counts will serve as the basis for calibrating the 2020 base year travel demand model.~~

Activities:

- Identify count locations
- Coordinate with NDDOT, MNDOT and local partners to determine where counts are being taken in association with other counting efforts
- Project Management
- QA/QC of data
- Comparison of count data with prior years

Products

2020 Traffic Counts

**Completion
Date**4th QTR 2020**2020-217 Veterans Boulevard Corridor Feasibility Study (2020)****Participant(s):** Metro COG/Consultant

In 2020, the Metro COG will study the future need for and of the Veterans Boulevard Corridor from 40th Avenue S in Fargo to 100th Avenue S. The project will involve the local jurisdictions of Fargo and Horace. Feasibility of the corridor will be studied at a planning level, due to the natural and manmade barriers along the section line south of 52nd Avenue S.

Activities:

- Analysis of corridor elevation and relationship to Drain 27
- Planning level and analysis of corridor elevation and drainage issues and relationship to Drain 27 that need to be overcome to successfully design and construct this corridor
- Analysis of future capacity needs and traffic operations along the Veterans Boulevard corridor
- Identification of future intersections
- Bicycle and pedestrian needs along and intersecting the corridor
- Relationship to surrounding future development, based on future land use plans
- Access management
- Public Engagement
- Project Management

Products

Corridor Study and Feasibility Review

**Completion
Date**4th QTR 2020**2020-218 MATBUS Transit Development Plan (2020)****Participant(s):** Metro COG/Consultant

In 2020, the Metro COG will update the 2017-2021 Transit Development Plan (TDP) for the Metropolitan Area. Metro COG will work in cooperation with MATBUS on the TDP update. A portion of the scope of work will require procurement of a consultant and Metro COG staff will work in coordination on various aspects of the TDP update. The TDP update will address transit operations within the metro area for the years 2021-2025.

Activities:

- Analysis of existing routes
- Analysis of route changes based on existing and future land use, density, ridership, and demand based on public input
- Transit asset management
- Performance targets and measures
- Public engagement
- Project Management

Products

2021-2025 TDP

**Completion
Date**

4th QTR 2020

2020- 219 Moorhead 17th Street N Corridor Study – 1st Ave N to 15th Ave N (2020)

Participant(s): Metro COG/Consultant

Moorhead's 17 St N from 1st Ave N to 15th Ave N has a large existing right of way that exceeds the vehicular needs of the corridor. This study would investigate options to repurposing the right of way to examine feasibility of incorporating multi-modal features and/or neighborhood amenities. This study could serve as a prototype for other corridors with similar conditions in the metro area.

Activities:

- Corridor traffic analysis
- Organize and attend SRC meetings and other SRC coordination
- Corridor concepts and visualizations
- Planning level cost estimates
- Project management and oversight
- Document Development
- Review of draft and final plan
- Public engagement events
- Coordinate jurisdictional review of the plan
- Present to TTC and Policy Board for final approval

Products

17th Street N Corridor Study

**Completion
Date**

4th QTR 2020

2020- 220 Dynamic Traffic Assignment (2020)

Participant(s): Metro COG/ATAC

Metro COG and its local partners will team with ATAC to prepare a Dynamic Traffic Assignment (DTA) model for the metro area or key areas within the metro area to be used in the future analyses of roadway additions, closures, capacity reductions, and other types of temporary or permanent changes to the roadway network.

Activities:

- Use TDM to prepare DTA model.
- Test model on upcoming construction projects in TIP
- Work with local governments on testing the DTA
- Identify future applications

Products

DTA Model

**Completion
Date**4th QTR 2020**2020- 221 Advanced Traffic Signal Performance Measure (ATSPM) (2020)****Participant(s):** Metro COG/ATAC

Metro COG and the City of Fargo will team with ATAC to prepare an ATSPM setup. Initially, the project will include 25 intersections.

Activities:

- ATSPM Computer setup
- Automated Traffic Signal Performance Measures setup
- Reporting/oversight capabilities setup
- Preparation of sample reports
- Train City of Fargo staff, Metro COG staff, and other local traffic engineering staff who have an interest in the project in the use of the ATSPM website and the new oversight and reporting capabilities

Products

Initial ATSPM Setup with expansion capabilities

**Completion
Date**4th QTR 2020**2020- 222 Moorhead Intersection Data Collection (2020)****Participant(s):** Metro COG/ATAC

Metro COG and the City of Moorhead will team with ATAC to initiate an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Initially, the project will include 18 intersections.

Activities:

- Place counting equipment (Metro COG and City of Moorhead) at 18 intersections
- Provide video files to ATAC for processing
- ATAC will conduct QA/QC on data collected and processed.
- ATAC will provide data to City of Moorhead for use in traffic monitoring, corridor studies, and signal timing

Products

Intersection turning movement counts

Completion**Date**4th QTR 2020**300 Federal Transportation Planning Documentation****Objective:**

To develop, research, and implement Federal transportation planning directives and regulations.

Assigned Staff Hours: 1390 (2019) 1920 (2020)

Previous Accomplishments:

- 2018-2021 Transportation Improvement Program
- 2019-2022 Transportation Improvement Program
- Implementation of Public Participation Plan
- Title VI and Environmental Justice Report
- Initiating a Congestion Management Process
- Amendments to 2017-2018 UPWP
- 2019-2020 UPWP
- Ensuring compliance with Federal and state rules and regulation

Figure 10.3 Activity Budget and Funding Source Split for Program Area 300

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$50,878	80%	\$81,635	\$132,513
Local	20%	\$12,719	20%	\$20,409	\$33,128
Total	100%	\$63,597	100%	\$102,044	\$165,641

301 Transportation Improvement Program (TIP)**Participant(s):** Metro COG

Maintain and develop the Metro COG Transportation Improvement Program (TIP) to provide a program of Federal-aid transportation projects. Process and approve amendments as required. The TIP includes at least four fiscally-constrained years of programming and a prioritized listing of projects with a financial plan that will lead to project implementation. Metro COG coordinates with North Dakota and Minnesota Departments of Transportation to develop the TIP to be consistent with the North Dakota and Minnesota Statewide TIPs.

Activities:

- Development of the 2020 (2020-2023) and 2021 (2021-2024)TIPs
- Process TIP Amendments, as required
- Develop Annual List of Obligated Projects (ALOP) for 2018 and 2019

Products**Completion
Date**

2019 TIP	3rd QTR
2020 TIP	3rd QTR
TIP amendments	As required
2018 Annual List of Obligated Projects	With 2020 TIP
2019 Annual List of Obligated Projects	With 2021 TIP

302 Unified Planning Work Program (UPWP) and Budget Maintenance and Reporting**Participant(s):** Metro COG

In 2019 Metro COG will amend the UPWP and budget as required and in 2020 to reflect changes in the two-year UPWP and budget. An annual Indirect Rate will be developed in conjunction with staff accountant and North Dakota Department of Transportation. Maintenance of CPG agreements with MnDOT and NDDOT will be carried out. Metro COG will provide quarterly reports to NDDOT and MnDOT, and will develop and submit the annual report to MnDOT and NDDOT. Monthly reports will be prepared for the Policy Board.

Activities:

- Maintenance and update of the two-year UPWP
- Develop, process and approve UPWP amendments
- Coordination with NDDOT, MnDOT, FHWA and FTA on UPWP issues
- Monthly reports to the Metro COG Policy Board
- Quarterly Reports to NDDOT and MnDOT
- Development and distribution of the Annual Report.

Products**Completion
Date**

2019 - 2020 Updated UPWP / Amendments	On-going
2019 - 2020 Quarterly Reports to ND and MN DOTs	Quarterly
2019 Annual Report	1st Qtr 2018
2020 Annual Report	1st Qtr 2019
2019 - 2020 Monthly Reports to Policy Board	Monthly
2019 - 2020 Quarterly Reports to Policy Board	Quarterly

303 Public Participation**Participant(s):** Metro COG

Public participation activities include coordination and facilitation of required program elements. Additionally, this category allows Metro COG to participate in informational and education events. These events or speaking opportunities are generally related to informing the public about the overarching mission of the Metropolitan Planning Organization (MPO). In other cases, these events may include specific opportunities for Metro COG staff to become better informed about local projects and activities that

relate to transportation. This activity also includes the update and maintenance of the Metro COG Public Involvement Database and Reporting System.

The Public Participation Plan (PPP) outlines the many ways in which Metro COG engages the public, stakeholders, the media and the traditionally underserved populations in our transportation and community planning activities. The document needs to be updated in 2019. The focus of the update will be to strengthen our commitment to outreach efforts and to assure federal planning legislation requirements are being met. An update will also clarify some of the public notice requirements and make the document simpler to use as a reference.

Product(s):

- Updated Metro COG Public Participation Plan
- Implementing the PPP

Completion Date

3rd QTR 2019
Ongoing

304 Congestion Management Process

Participant(s): Metro COG

This effort consists of implementation of the CMP in Metro COG transportation planning efforts to improve the performance of the existing multimodal transportation systems, maximize safety and mobility of people and goods in the region, and identify specific measures to relieve recurring and non-recurring vehicle congestion. Data will be collected and used as needed. Implement recommendations to enhance metro area causes of recurring and non-recurring congestion and identify opportunities to relieve it. Review projects in the TIP annually to identify opportunities to implement CMP recommendations.

Data may be purchased to review and assess congestion and incorporate it into the CMP.

Activities:

- Implementation of CMP recommendations
- Updating of Metro COG documents
- Annual analysis of CMP in the TIP
- Analysis of CMP in MTP and Performance Measures

Products

Implementation of CMP recommendations

Completion Date

On-going

**305 Federal and State Rules and Regulations
Compliance and Maintenance**

Participant(s): Metro COG

Update and maintain Metro COG documents, reports and procedures to be compliant with changes in federal legislation, FHWA/FTA policy, North Dakota Century Code, NDDOT and MnDOT and oversight agency policy. Develop policy statements in response to critical federal and state transportation regulations, programs, policies, or

plans. Metro COG will participate in events and review documents prepared by these entities to ensure that programs adopted by Metro COG are being adequately reflected and addressed.

Activities:

- Participate in FTA Triennial Reviews of MATBUS
- NDDOT Mid-year reviews
- Federal Certification Review
- Implement Certification Review Action Plan for Metro COG's programs
- Update and maintenance of 3C Agreement
- Review and update of bi-state MOU

Products

Updated Documents
going

Certification Review

Mid-year FHWA/NDDOT reviews (2019 - 2020)

Completion Date

On-

As required

2nd QTR

306 Civil Rights / Title VI / LEP / Environment Justice

Participant(s): Metro COG

Ensure compliance with Metro COG's Title VI Policy, Environmental Justice Policy (EJ) and Limited English Proficiency (LEP) Policy by carrying out the programs which include maintaining the required documents and reports. Implementation of the Plans will be applied across all Metro COG programs. Monitor sub-recipient's compliance of Title VI requirements. Communicate civil rights activities to FHWA and FTA. Participate in regional equity forums to ensure that transportation is incorporated into broader planning and equity initiatives. Maintain data and update annually the Environmental Justice areas for inclusion in the TIP, MTP and other documents and reports generated by Metro COG. Development, publication and distribution of the Annual Report of Title VI Activities.

Activities:

- Development of annual reports related to Title VI
- Maintaining database of related data

Products

2019 Annual Report on Title VI /LEP Activities

2020 Annual Report on Title VI /LEP Activities

2019 Annual report of Environmental Justice areas

2020 Annual report of Environmental Justice areas

Maintenance and update of Title VI, LEP and environmental justice plans

Completion Date

1st QTR

1st QTR

1st QTR

1st QTR

On-going

307 2040 and 2045 Metropolitan Transportation Plan (MTP)

Implementation and Maintenance

Participant(s): Metro COG

In 2019 and 2020 Metro COG will further the implementation of the adopted MTP. This will initially consist of the 2040 MTP, and after mid-2019, the 2045 MTP. Implementation

will be accomplished through the development and completion of smaller work tasks relevant to the surface transportation program for the FM Metropolitan area. Annually review the MTP in coordination with the TIP development process to ensure consistency between the MTP and projects seeking federal aid. Respond to early opportunities for input on environmental documents being prepared for projects moving toward final design and implementation; review these proposed projects to ensure consistency with adopted plans and with the TIP. Metro COG periodically reviews and assesses key elements of the MTP to ensure the document is still valid and consistent with local, state, and federal objectives and initiatives.

Activities:

- Amend the 2040 and/or 2045 MTP as required
- Annual review of the TIP projects against the goals and objectives of the 2040 and/or 2045 MTP
- Respond to Solicitation of Views letters received for projects in the metropolitan planning area

Products

Implementation of the goals of the 2040 and 2045 MTPs

Completion Date

On-going

308 US Census Coordination and Technical Assistance

Participant(s): Metro COG

Metro COG annually allocates resources to update GIS databases respective to 2010 Census data and ACS data. Certain census and ACS information is critical to aspects of the overall transportation planning program; inclusive of tract, block group, and block level demographic and socioeconomic data that supports the travel demand model calibration process, amongst other program activities. Further, census data and associated demographic data establishes a starting point for development of the federal-aid urban area boundary and acts as baseline data for subsequent socioeconomic and demographic forecasts for the FM Metropolitan area. In 2019 and 2020, Metro COG anticipates assisting with 2020 Census related activities as well as maintaining and updating the Environmental Justice Database based on Census and ACS data as necessary. Metro COG will be called upon to provide technical assistance in preparation for the 2020 census of the United States. At this time, we will review our metropolitan planning area and urbanized area and respond to questions and requests for assistance from the Census Bureau. Metro COG will provide input aimed at improving our ability to carry out transportation planning and forecasting over the next 10 years.

Activities:

- Provide GIS assistance
- Provide other technical assistance relative to census tracts and changes that have occurred in the metropolitan planning area over the past 10 years.

Products

Technical Assistance for the 2020 Census

Completion Date4th QTR 2020**400 Technical Transportation Data & Analysis****Objective:**

To conduct technical analysis of Metro COG's core responsibilities; implement and maintain the regional Metropolitan Transportation Plan; develop and update the Travel Demand Model; develop local and corridor-level planning studies; conduct Metro COG's traffic counting program; develop data reporting tools; integrate performance measurement; and support the activities recommended by the MTP.

Assigned Staff Hours:

1,805 (2019) 2,215 (2020)

Previous Accomplishments:

- 2018 Traffic Counting Program
- 2018 Metropolitan Profile
- Working toward Functional Classification Update
- Performance Measure Training and Coordination
- Development of TDM base year network
- Maintenance of the TDM

Figure 10.4 Activity Budget and Funding Source Split for Program Area 400

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$51,032.19	80%	\$66,868	\$117,900
Local	20%	\$12,758.05	20%	\$16,717	\$29,475
Total	100%	\$63,790	100%	\$83,585	\$147,375

401 Performance Measures

Metro COG adopted performance targets for PM1 (safety), PM 2 (pavement and bridge condition) and PM3 (travel reliability) in 2018, and review and report on data available in 2019 and 2020 relative to these targets. In addition, Metro COG will continue to coordinate with state and federal agencies to additional performance measurements that will be included in the Metropolitan Transportation Plan, Transportation Improvement Program and regional transportation planning activities.

Activities:

- Coordination efforts with NDDOT and MNDOT to develop additional performance measure targets and metrics consistent with federal legislation and guidance.

- Integrate performance measures and metrics into the Metro COG planning process
- Purchase or develop data to support performance measurement analysis and implementation
- Develop and adapt performance measures as required

Products

PM Reporting & Monitoring

Completion Date

Ongoing

402 Federal Functional Classification Update

Participant(s): Metro COG

Update, as necessary, the Federal Functional Classification (FFC) maps and database for Clay County in Minnesota and Cass County in North Dakota.

Activities:

- Processing of FFC change requests
- Generating draft FFC maps and database
- Tracking and recording FCC changes
- Submittal to the relevant DOT and FHWA for review, concurrence and approval
- Updating and producing FFC maps and related database

Products

Updated Minnesota and North Dakota FFC Maps (2019)
Continuous monitoring of FFC changes as they occur

Completion Date

1st Qtr
Ongoing

403 Travel Demand Model (TDM) Maintenance and Operation

Participant(s): Metro COG/ATAC

Metro COG currently retains a Master Agreement with the Advanced Traffic Analysis Center (ATAC) for the development and management of the travel demand model for the FM Metropolitan area. This element is to maintain and refine the regional travel demand model to provide forecasts for studies and planning activities. Updates are in accordance of needs based on new planning studies, peer review or subsequent federal guidance.

Activities:

- TDM updates as required
- Master Agreement with the Advanced Traffic Analysis Center (ATAC)

Products

Updated Travel Demand Model, as needed

Completion Date

On-going

404 Freight and Goods Movement

Participant(s): Metro COG

Incorporate freight and goods movement into the regional planning process. Support private sector participation in the transportation planning process by working with local Chambers of Commerce and Economic Development Corporations, freight interests and representatives from other private transportation industries in reviewing transportation plans and programs. Use the Freight Analysis Framework (FAF) and other publicly available data.

Activities:

- If needed, purchase data to conduct planning studies, analysis and modeling of freight and goods movement in the region
- Integration of Regional Freight Plan into the Metro COG planning process.
- Biannual meetings of the Regional Freight Committee.

Products

Completion Date

2019 Biannual Regional Freight Committee (RFC) meetings	Quarterly
2020 Biannual Regional Freight Committee (RFC) meetings	Quarterly
Implementation of Freight Plan recommendations (2019&2020)	On-going

405 FM Metropolitan Profile

Participant(s): Metro COG

Annual update of the FM Metropolitan Profile with data collected as part of element 700. The Metropolitan Profile will also serve as a reporting tool for performance targets and measurement requirements of current and future federal transportation law.

Activities:

- Annual FM Metropolitan Profile development and approval

Products

Completion Date

2019 Annual Update to the FM Metropolitan Profile	2nd QTR
2020 Annual Update to the FM Metropolitan Profile	2nd QTR

406 Traffic Data Collection and Analysis

Participant(s): Metro COG

Collect, purchase and monitor local travel data, including detailed traffic count data (time of day, occupancy, vehicle classification, etc.) and speed and delay data, as available from local jurisdictions and other secondary sources. Develop factors to adjust traffic count data for seasonal and daily variation. Obtain data to review parameters for trip generation data, trip length, and vehicle occupancy for the regional travel model. Review and procure traffic counting and monitoring equipment

as needed. Annually prepare such documentation as to graphically convey traffic trends.

Activities:

- Development of bi-annual traffic flow maps, traffic growth reports and intersection reports
- Ongoing collection, analysis and review of traffic count data
- Deployment, maintenance and purchase of traffic count equipment
- Origin-Destination studies

Products

Ongoing collection and processing of manual and automatic traffic data. On-going
Updated traffic data database. On-going
Preparation of Maps/Graphics On-going

Completion Date

407 Metropolitan Transportation Technical Assistance

Participant(s): Metro COG

This work task provides Metro COG resources in both 2019 and 2020 to respond to requests for information and analysis regarding issues and items relative to the metropolitan transportation system.

Activities:

- Technical assistance (non-transit related) that may or may not be included in other UPWP work elements
- Respond to written or verbal requests for assistance from the public, local jurisdictions, local agencies, other MPOs/COGs, the media or any non-internal technical assistance.

Products

Technical Assistance

Completion Date

On-going

408 ITS/Traffic Operations Technical Assistance

Participant(s): Metro COG

Metro COG will continue to lead the effort regarding the integration/coordination of traffic signal operations within the FM Metropolitan area. Specific work includes continuation of coordination of exiting traffic operators regarding signal operations and maintenance metro wide. Maintain and update the Metro COG Regional ITS Architecture for the metro area as needed. Ensure that proposed ITS projects in the Metro COG Transportation Improvement Program are consistent with the Regional ITS Architecture. ATAC maintains the Regional ITS Architecture but is supplemented with staff efforts contained in this work element.

Activities:

- Facilitate quarterly Traffic Operations Working Group meetings
-
- Traffic operations technical assistance and coordination

- Annual review of TIP projects against the Regional ITS Architecture
- Annual updates to the Regional ITS Architecture and associated coordination with ATAC, NDDOT, and MNDOT.
- Maintain Metro COG Regional Intelligent Transportation System database

Products	Completion Date
2019 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly
2020 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	Quarterly
Annual review and update of the Regional ITS Architecture (2017 & 2018)	On-going
2019 Review of TIP projects against Architecture	3rd QTR
2020 Review of TIP projects against Architecture	3rd QTR

409 GIS Management, Mapping and Graphics

Participant(s): Metro COG

Metro COG maintains, updates, and manages a number of critical data sets that support the development and implementation of the 2019 MTP and its modal sub elements as well as various subarea studies and mapping needs. Additionally, on a cyclical basis, Metro COG updates 'base' metropolitan maps (i.e. federal-aid urban area, roadway functional classification, metropolitan traffic counts). This program area supports overall development and distribution of GIS data used by Metro COG as requested by the public, cognizant agencies or other interested persons. As part of this program area within the 2019-2020 UPWP, Metro COG will be working to establish a GIS page on Metro COG's website to establish a portal for dissemination of metropolitan-specific GIS data. This work task also provides Metro COG resources in both 2019 and 2020 to coordinate the Metropolitan Geographic Information System (GIS) Committee.

Activities:

- Gather GIS data from local jurisdictions and DOTs
- Maintain updated GIS database
- Coordinate the GIS Committee

Products	Completion Date
Technical Assistance	On-going

500 Transit Planning

Objective:

To coordinate with MATBUS, the regional transit provider, to further multimodal transportation.

Assigned Staff Hours:

375 (2019) 545 (2020)

Previous Accomplishments:

- MAT Coordinating Board Meetings
- Coordination and arrangements needed for purchase of transit routing software
- Furtherance of Transit Authority Model
- Technical assistance to MATBUS and on-going coordination

Figure 10.5 Activity Budget and Funding Source Split for Program Area 500

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$8,412	80%	\$15,755	\$24,167
Local	20%	\$2,103	20%	\$3,939	\$6,042
Total	100%	\$10,515	100%	\$19,694	\$30,209

501 Transit Technical Assistance**Participant(s):** Metro COG

Provide data, technical analysis and coordination in support of short-range and long-range mass transit and para transit planning. This will include collaboration with MATBUS, MATBUS Coordinating Board committee members, para transit agencies, local governments, non-profit agencies, and other stakeholders in the transit planning process. Activities may include surveys or studies to gather transit ridership and travel behavior data. Includes coordination of activities related to coordinated public transit and human service agencies and FTA Section 5307 planning funding and efforts. Appendix H identifies those Sec. 5307 activities of the City of Fargo Transit Division and the City of Moorhead Transit Division, collectively known as MATBUS.

Activities:

- Staff assistance as required/requested

Products

Assistance as required.

Completion Date

On-going

502 MATBUS Coordinating Board**Participant(s):** Metro COG

Provide staff support for the MATBUS Coordinating Board to assist in the coordination of transportation opportunities for the general public, elderly, disabled and economically disadvantaged.

Activities:

- Meeting facilitation and support
- Attend meetings

Products

2019 MATBUS Coordinating Meetings
2020 MATBUS Coordinating Meetings

Completion Date

Monthly
Monthly

600 Bicycle & Pedestrian Planning

Objective:

To provide staff support; monitor, collect and process data; participate in bicycle and pedestrian planning activities and implement objectives of the Metro COG Bicycle/Pedestrian Plan as well as participate in local planning efforts and committees.

Assigned Staff Hours:

670 (2019) 1,030 (2020)

Previous Accomplishments:

- Update to the Bicycle/Ped Plan
- Participation in Bike FM
- Conducted Bike Summit
- Annual bicycle and pedestrian counting program
- Bike & Ped subcommittee meetings
- Heartland Trail working group meetings and activities

Figure 10.6 Activity Budget and Funding Source Split for Program Area 600

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$23,020	80%	\$39,328	\$62,347
Local	20%	\$5,755	20%	\$9,832	\$15,587
Total	100%	\$28,775	100%	\$49,159	\$77,934

601 Bicycle-Pedestrian Activities and Technical Assistance

Participant(s): Metro COG

Participate in bicycle and pedestrian planning activities and support the implementation of Metro COG's Bicycle and Pedestrian Plan and the Complete Streets policy adopted by Metro COG in 2013. Respond to requests for information and smaller analyses regarding issues and items related to the metropolitan bicycle and pedestrian transportation system. This work activity also covers quarterly meetings of Metropolitan Bicycle and Pedestrian Committee.

Activities:

- Quarterly meetings of the Bicycle and Pedestrian Committee
- Implement Bike/Ped plan recommendations into the Metro COG planning activities
- Development, review and scoring of Transportation Alternative Program (TAP) applications
- Maintenance to and integration of changes and updates to the metropolitan Bike Map as necessary
- Implement recommendations of the Bike signage project

- Updates to the bike signage project
- Efforts to develop a phone app of the Bike Map
- Efforts related to Great Ride Bike Share program (possible expansion of program)

Products

Completion Date

2019 Bike/Ped Committee Meetings
2020 Bike/Ped Committee Meetings

Quarterly
Quarterly

602 Bicycle and Pedestrian Counts and Analysis

Participant(s): Metro COG

Metro COG maintains a bicycle and pedestrian count program. The program consists of manual counts performed annually at 14 locations and the maintenance/data collection of automated counters currently installed at 6 locations in the greater Fargo-Moorhead metro area. Within this UPWP, hours have been assigned to ensure the accuracy of collected data and to format the data for release to interested parties. Metro COG will work to make this information available to the local units of government (including MnDOT and NDDOT), private sector entities, and other interested persons.

Activities:

- Maintain automatic counters
- Collect, process and analyze bike/ped count data
- Maintain and update bike/ped count database
- Annual reports of bike/ped count data to NDDOT and MnDOT

Products

Completion Date

2019 Updated Bicycle and Pedestrian Counts Database
2020 Updated Bicycle and Pedestrian Counts Database
2019 Annual Report to MnDOT and NDDOT
2020 Annual Report to MnDOT and NDDOT
Collection and processing of manual and automatic bike and ped counts.

4th QTR
4th QTR
4th QTR
4th QTR
On-going

603 Heartland Trail Extension (Countywide Coordination & Corridor Study – Clay County Portion)

Participant(s): Metro COG

The Heartland Trail is currently a 49-mile paved shared-use path that runs from Cass Lake, MN to Park Rapids, MN. In 2006 an extension of the Heartland Trail was legislatively authorized to extend west to the City of Moorhead — a distance of 85 to 100 miles. Metro COG will work with representatives from Clay County, including the cities of Hawley, Glyndon, Dilworth, Moorhead, the Mn DNR and other local agencies on a detailed study that would determine trail alignment, right-of-way needs, land ownership, and cost estimates. In addition, Metro COG will continue to work with Clay County Heartland Trail Advisory Committee to oversee Heartland Trail efforts through Clay County.

Activities:

- Request for Proposal development
- Consultant selection process
- Staff support and input into the Study

Products

Heartland Trail Advisory Committee and Committee Support

**Completion
Date**

On-going

604 Bicycle Safety Education

Participant(s): Metro COG

Provide staff assistance in Streets Alive. Specific decisions relating to programming, funding, and other needs are developed in cooperation with the Metropolitan Bicycle and Pedestrian Committee and other interested parties. The need for activities that provide continued education and encouragement to use bicycling as a mode of transportation was identified in the 2016 Metropolitan Bicycle and Pedestrian Plan. The Metropolitan Bike Summit serves to advance key educational initiatives identified in the 2016 Plan. This program area covers only the internal resources to coordinate and organize the Metropolitan Bike Summit which is morphing into an organization with a safety education focus. Specific costs related to programming of the event are to be covered by local partnering agencies and would be outside of Metro COG's UPWP.

Activities:

- Staff assistance and activity facilitation and support

Products

2019 Activity facilitation and support.
2020 Activity facilitation and support.

**Completion
Date**

On-going
On-going

605 Bikeways Map Maintenance and Development

Participant(s):

Metro COG

Annually work with local jurisdiction to update and print the FM Metro Bikeways Map. This map lists all of the bicycle and pedestrian facilities in the region as well as provides information about proper bicycle operation and safety. This activity also includes implementation of the Bicycle Wayfinding Signage Study completed by Metro COG in 2016.

Activities:

- Maintenance of the Bikeways Map
- Pursuit of an online, app-based bikeways map and on-going maintenance agreement.
- Implementation of the Regional Wayfinding Signage

Products

Updated Bikeways Map

Completion Date

3rd QTR

700 Local Planning Assistance**Objective:**

Knowing that land use and transportation are inexorably linked, Metro COG has created a program to assist local jurisdictions in planning efforts that may affect the regional transportation network. This includes assisting local jurisdictions with comprehensive planning efforts, educating communities on MPO goals, efforts, and initiatives, attendance at local planning commission meetings/commission meetings, and generally providing outreach to get communities involved in regional coordination.

Assigned Staff Hours:

930 (2019) 1,190 (2020)

Previous Accomplishments:

- Dilworth Comprehensive Plan
- Attendance at various local meetings
- Participation in Fargo Downtown Infocus Study
- Participation in Main Ave Corridor Study
- Participation in NP/Center Ave build alternative development
- Participation in Moorhead's downtown planning input events

Figure 10.7 Activity Budget and Funding Source Split for Program Area 700

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$30,378.32	80%	\$35,519	\$65,897
Local	20%	\$7,594.58	20%	\$8,880	\$16,474
Total	100%	\$37,973	100%	\$44,398	\$82,371

701 Agency Outreach**Participant(s):** Metro COG

This task is to provide the opportunity for Metro COG staff to participate in local decision making, coordinating roadway construction projects, and educating jurisdictions on Metro COG goals and processes.

Activities

- Attendance at local planning commission meetings
- Attendance at local City Commission/Council meetings
- Education and Outreach efforts

Products

Local Outreach and Participation

Completion Date

Ongoing

702 Local Planning Assistance

Participant(s): Metro COG

This activity reflects the participation of Metro COG planners in local land use, transportation, comprehensive and other planning efforts in the metropolitan planning area. The intent of this participation is to instill sound transportation planning themes within local planning documents. Staff will also work with smaller jurisdictions that do not have the capabilities of carrying out long-range planning activities.

Activities

- Working with local units of government on long-range planning
- Development of local transportation initiatives that tie into regional efforts

Products

Local Planning Assistance

Completion Date

On-going

800 General Administration

Objective:

To provide for the efficient administration of Metro COG programs; compliance with federal, state and local regulations; administer human resources and benefits responsibilities; and reporting on activities of the agency. Estimated staff hours and budget for vacation, sick leave, holidays and other leave is included in the total assigned staff hours and budget for this category of the UPWP.

Assigned Staff Hours: 4,470 (2019) 4,590 (2020)

Previous Accomplishments:

- Multiple webinars and training sessions
- FHWA EDC5 Innovation Workshop
- MN APA Confence
- Office organization and maintenance
- Timesheet Preparation and Review
- Staff Meetings
- Quarterly Reports
- Preparation of Monthly Reimbursement Packets
- Review of Invoices
- Staff Evaluations

Figure 10.8 Activity Budget and Funding Source Split for Program Area 800

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$102,550.62	80%	\$171,596	\$274,146
Local	20%	\$25,637.66	20%	\$42,899	\$68,537
Total	100%	\$128,188	100%	\$214,495	\$342,683

801 General Administration, Management, IT, and Secretarial**Participant(s):**

Metro COG

Administrative, management, information technology, or secretarial/office management tasks which are not attributable to specific transportation program aspects. This task includes human resources and personnel management, as well as other operational duties required to ensure efficient and functional operations of Metro COG. From an accounting perspective, this element of the work plan also includes holidays, vacation, sick leave and other types of leave identified in the Metro COG Personnel Manual.

Activities:

- Employee benefits administration (benefits, retirement, health and other insurance programs)
- Human resource activities (personnel reviews)
- Coordination with and oversight of Metro COG's contract accountant
- Annual audits
- Records management and retention
- General correspondence
- Timesheet preparation and review
- Initial contact (answering phone calls, staffing the front desk)
- Staff retention and recruitment efforts
- Maintenance of Metro COG Operations/Personnel Manual
- Preparation of and review of travel requests
- Preparation of Quarterly Reports
- Development of a QAQC Policy and Procedure and Implementation
- Weekly staff meetings and timesheet development and approval
- 2019 Minnesota MPO Retreat Organization and Facilitation

Products

2019 Employee Benefits
 2020 Employee Benefits
 2019 Audit
 2020 Audit
 Staff Performance Evaluations
 QAQC Policy and Procedure
 Timesheets
 Quarterly Report

Completion Date

On-going
 On-going
 2nd QTR
 2nd QTR
 As required
 2nd QTR
 Biweekly
 Quarterly

Travel Requests
Expense Reports

As-needed
As-needed

802 Financial Budgeting and Tracking

Participant(s): Metro COG

This task is designed for the Executive Director and Administrative Assistant to review invoices, prepare and review NDDOT reimbursement submittals, and other such financial documents needed to administer the Metro COG program. This includes working with Metro COG's accountant on tracking time and expenses.

Activities

- Preparing NDDOT monthly reimbursement documentation
- Tracking Metro COG's Finances
- Preparation and processing of agency dues/invoices
- Evaluation of CPG balances
- Consult with NDDOT and MnDOT on financial and contractual obligations
- Review of invoices received from contractors
- Review of expense reports and credit card statements
- Tracking of project budgets

Products

Metro COG NDDOT Reimbursement Package
CPG Balance Tracking
NDDOT Grant Contract
MnDOT Grant Contract
Coordination with Accountant

Completion Date

Monthly
On-going
4th QTR
1st QTR
On-going

803 Professional Development, Education and Training

Participant(s): Metro COG

Attend and host relevant training courses, workshops, conferences, webinars, and other educational and professional development opportunities. Such opportunities may be provided by, but not limited to, the American Planning Association (APA), National Highway Institute (NHI), National transit Institute (NTI), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Institute of Transportation Engineers (ITE), North Dakota and Minnesota Departments of Transportation (NDDOT & MnDOT), and other such organizations and opportunities. This also includes attaining Certification Maintenance (CM) credits for staff with their AICP or other professional certifications.

Activities:

- Webinars, workshops, conferences and training sessions

Products

Training and educational opportunities

Completion Date

On-going

900 Publications, Public Information and Communication

Objective:

To publicize Metro COG activities and accomplishments to Metro COG member jurisdictions, state and local officials, and the public. To provide transportation-related information and data to public and private sector representatives. To maintain contact databases and inventories of media resources and agency contact information.

Assigned Staff Hours:

310 (2019) 350 (2020)

Previous Accomplishments:

- Published Metro COG Newsletter
- Published Metro COG Annual Report.
- Provided information related to transportation planning to the public, including traffic counts and forecasts, TIP, TDP and the MTP.
- Developed new Metro COG website in 2018
- Updated Metro COG Webpages and Social Media

Figure 10.9 Activity Budget and Funding Source Split for Program Area 900

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$4,536.73	80%	\$10,745	\$15,282
Local	20%	\$1,134.18	20%	\$2,686	\$3,820
Total	100%	\$5,671	100%	\$13,432	\$19,102

901 Metro COG Newsletter

Participant(s): Metro COG

Develop, produce and disseminate at least three issues of the Metro COG newsletter, both hard copy and electronic copies sent to interested individuals and posted on the Metro COG website. Metro Connection is sent to local units of government, cognizant agencies, the general public, interested persons, community stakeholders, and other targeted interest groups. The newsletter is intended to provide an introduction and outline of project updates while also disseminating important information to the public and interested parties. Distribution of Metro Connection is timed to allow for notifications regarding key public involvement opportunities for Metro COG programs and projects, including the TIP and MTP development.

Activities:

- Develop newsletter content and final copy
- Post on Metro COG website and publish
- Distribute hard copy and email versions

Products

2019 Metro COG Newsletters
2020 Metro COG Newsletters

Completion Date

Quarterly
Quarterly

902 Website and Social Media

Participant(s): Metro COG

This work activity includes the necessary resources for Metro COG to accurately and efficiently maintain and manage its website (www.fmmetrocog.org) and social media accounts. The Metro COG website is the primary tool in implementing the current PPP. Metro COG posts all relevant program materials on its website and uses the website to directly notify stakeholders and interested persons about public input and involvement opportunities. Additionally, Metro COG utilizes the website to post project and study specific information and other surface transportation-related information.

This activity also includes maintaining project level or task-specific websites managed by Metro COG.

Activities:

- Post information to website and social media accounts as required
- Maintain BikeFM.org website
- Maintain and monitor Metro COG website
- Maintain and monitor social media accounts
- Respond, as required, to requests generated from social media interactions

Products

Completion Date

2019 Updated Metro COG website and Social Media platforms

On-going

2020 Updated Metro COG website and Social Media platforms

On-going

1000 Community Planning and Technical Assistance

Objective:

To provide technical planning assistance to local jurisdictions and perform various contracted planning functions to be funded entirely with funding provided by local jurisdictions.

Assigned Staff Hours:

650 (2019) 120 (2020)

Previous Accomplishments:

- Dilworth Comprehensive and Transportation Plan
- Casselton Comprehensive and Transportation Plan
- Food Systems Advisory Commission support

Figure 10.10 Activity Budget and Funding Source Split for Program Area 1000

Funding Source	2019		2020		Total Activity Budget 2019-2020
	Percent	Amount	Percent	Amount	
CPG	80%	\$16,132.36	80%	\$6,209	\$22,342
Local	20%	\$4,033.09	20%	\$1,552	\$5,585
Total	100%	\$20,165	100%	\$7,762	\$27,927

2020-1001 Cass-Clay Food Systems Advisory Commission

Participant(s): Metro COG/CCFSAC

Metro COG will provide administrative and technical assistance to the Cass-Clay Food Systems Initiative (CCFSI) Food Systems Advisory Commission (created by a joint powers agreement). Metro COG will serve to coordinate the functions of the commission. As part of its work on the joint powers board, Metro COG will assist and facilitate in commission proceedings, provide technical assistance, collect local, regional or national data, and serve to coordinate food systems planning issues among related stakeholders, etc.

Activities:

- Regional Food Commission meeting facilitation and staff supportTravel time to meetings
- Presentations and information exchanges
- Attend conferences and training sessions

Products

Completion Date

2019 Regional Food Commission Support
2020 Regional Food Commission Support

On-going
On-going

2020-1002 Hawley Zoning & Subdivision Ordinance Update (2018) (CARRYOVER)

Participant(s): Metro COG/Hawley

Update the current Hawley Zoning & Subdivision Ordinance. Organize and support a Study Review Committee. SRC Meetings and presentations to the Hawley City Council, Metro COG TTC and Metro COG Policy Board.

Activities:

- Draft Chapter and Final Draft development
- Study Review Committee Meetings
- Travel time to meetings
- Presentations and information exchanges

Products

Hawley Zoning & Subdivision Ordinance Update

Completion**Date**

4th QTR 2019

**2018-1003 Casselton Comprehensive &
Transportation Plan (2018) (CARRYOVER)
(COMPLETED IN 2019)**

Participant(s): Metro
COG/Casselton

Develop a new comprehensive plan for the City of Casselton. Organize and support a Study Review Committee. SRC Meetings and presentations to the Casselton City Council, Metro COG TTC and Metro COG Policy Board.

Activities:

- Draft Chapter and Final Draft development
- Study Review Committee Meetings
- Travel time to meetings
- Presentations and information exchanges

Products

Casselton Comprehensive & Transportation Plan

Completion Date1st QTR 2019**Summary**

Estimates of staff hours for 2019 and 2020 are shown in Figures 10.11 and 10.12 on the following pages. The following table compares 2019 hours budgeted by category with actual hours plus estimated hours through the month of December, 2019. Variations in hours and percentage of the overall work program are shown. The percentage of variation from the original work program estimates is also shown for each category.

UPWP Amendment #5 - Adjustment to 2019 Staff Hours						
UPWP Category	Hours Budgeted	% of Hours	Hours Actual	% of Hours	Change in Hours	% Change from Original Budget
100 - Policy & Administrative Forums	1120	7.4%	1190	7.9%	70	6.3%
200 - Contracted Planning Services	3320	22.1%	3596	23.9%	276	8.3%
300 - Federal Transportation Planning Documentation	1390	9.2%	1301	8.6%	-89	-6.4%
400 - Transportation Technical Data & Analysis	1825	12.1%	1558	10.3%	-267	-14.6%
500 - Transit Planning	355	2.4%	211	1.4%	-144	-40.6%
600 - Bicycle & Pedestrian Planning	670	4.5%	697	4.6%	27	4.0%
700 - Local Planning Assistance	930	6.2%	871	5.8%	-59	-6.3%
800 - General Administration	3070	20.4%	2968	19.7%	-102	-3.3%
900 - Publications, Public Information & Communication	310	2.1%	150	1.0%	-160	-51.6%
2019-1001 (Food Commission)	120	0.8%	93	0.6%	-27	-22.5%
2019-1002 (Hawley Zoning Ordinance)	440	2.9%	408	2.7%	-32	-7.3%
2019-1003 (Casselton Comp/Transp Plan)	90	0.6%	56	0.4%	-34	-37.8%
Floating Holidays	1400	9.3%	1961	13.0%	561	40.1%
Sick Leave*						
Vacation Leave*						
Holidays						
Funeral Leave*						
Total	15040	100.0%	15060	100.0%	20	

*Use exceeded estimates due to balances that needed to be reduced and unexpected illnesses or family deaths.

Amendment #5 of the UPWP adjusts 2019 staff hours as shown in the revised Figure 10.11 to reflect where staff time was needed during the first year of this UPWP and estimated time for December of 2019. Individual activity budgets shown above in each work program category have been adjusted accordingly.

Figure 10.11 2019 Metro COG UPWP Amendment #5 Staff Hourly Estimates		Total Cost	Total Hours	Executive Director	Senior Planner	Transp. Planner	C /T Analyst	Assistant Planner (1)	Assistant Planner (2)	Exec. Asst.	Intern
100	Policy and Administrative Forums	\$58,537.64	1190	353.5	152	118.5	88.5	110.5	85	280	2
101	Metro COG Policy Board	\$13,936.66	319.5	68	35	22.5	28.5	19.5	25	121	
102	Metro COG Executive Committee	\$4,607.44	72.5	53.5	0	0	0	0	0	19	
103	Transportation Technical Committee (TTC)	\$16,906.44	373	81.5	40	48	30	36.5	30	105	2
104	Federal, State, and Local Committee Meetings	\$23,087.12	425	150.5	77	48	30	54.5	30	35	
200	Contracted Planning Services	\$162,002.07	3595.5	317	939	640	858	371	417	61.5	192
201	2045 Long Range Transportation Plan	\$37,093.62	886	112.5	400	70	24.5	45.5	33.5	0	0
202	ATAC TDM Development	\$154.10	2	2	0	0	0	0	0	0	
203	ATAC Intersection Traffic Data Reporting	\$363.30	5	4.5	0	0	0	0	0.5	0	
204	13th Avenue Corridor Study	\$1,837.37	40.5	0	0	40	0	0	0.5	0	
205	12th Avenue Corridor Study	\$4,162.65	122	0	0	0	97.5	0	0	0	24.5
206	Cass County CR 18 Study	\$2,276.00	50	0	0	50	0	0	0	0	
207	US 10/US 75 Corridor Study	\$9,898.67	186	1.5	180	2	0	0	0	2.5	
208	Fargo Safe Routes to Schools Study	\$29,949.01	628	4.5	0	242	0	275	20	3.5	83
209	Regional Bikeway Gap Analysis	\$12,709.25	300.5	4	0	208	0	0	88.5	0	
210	76th Avenue Corridor Study	\$11,281.22	210	11.5	185	0	10	0	2	1.5	
211	Horace Comprehensive and Transportation Plan	\$11,239.59	293	2	10	0	195	0	86	0	
212	MATBUS Transit Authority Implementation Study	\$9,396.78	178	7.5	150	0	0	20.5	0	0	
213	Office Remodel and Furniture	\$19,057.91	423	139	14	28	31	30	46	54	81
214	9th Street Corridor Study	\$4,340.05	106.5	4	0	0	100	0	2.5	0	
215	Northwest Metro Transportation Plan	\$8,508.95	215.5	8	0	0	160	0	47.5	0	
216	Fargo Moorhead Diversion Rec Plan	\$5,839.63	149.5	16	0	0	40	0	90	0	3.5
300	Federal Transportation Planning Documentation	\$63,697.34	1300.5	303	178.5	93.5	156.5	327.5	218.5	2	21
301	Transportation Improvement Program (TIP)	\$16,602.47	408.5	4	98.5	55	0	36	215	0	
302	Unified Planning Work Program (UPWP)	\$14,892.43	202.5	181.5	5	3	11.5	0	1.5	0	
303	Public Participation	\$6,122.18	123.5	18.5	35	10	60	0	0	0	
304	Congestion Management Process	\$267.45	5	0	5	0	0	0	0	0	
305	Federal and State Rules and Regulations Compliance and Maintenance	\$3,837.56	54.5	41.5	10	0	0	1	2	0	
306	Civil Rights / Title VI / LEP/ Environment Justice	\$12,441.18	278.5	42.5	15	10	70	127.5	0	2	11.5
307	2040 and 2045 LRTP Implementation	\$2,872.99	54	13.5	10	15.5	15	0	0	0	
308	2020 Census Coordination and Technical Assistance	\$6,561.10	174	1.5	0	0	0	163	0	0	9.5
400	Technical Transportation Data & Analysis	\$63,790.24	1558	30.5	139	274.5	170	671	259	0	14
401	Performance Measures	\$4,715.98	94	14.5	35	0	0	44.5	0	0	
402	Federal Functional Classification Update	\$19,936.95	339	7.5	35	3.5	0	292	0	0	
403	Travel Demand Model (TDM) maintenance and Operation	\$794.38	15	0	14	1	0	0	0	0	
404	Freight and Goods Movement	\$433.43	10.5	0.5	0	0	10	0	0	0	
405	FM Metropolitan Profile	\$7,664.35	190.5	0	20	7.5	10	150	0	0	3
406	Metropolitan Traffic Counting Program	\$6,321.20	155.5	0	0	112	0	1	31.5	0	11
407	Metropolitan Technical Assistance	\$20,419.68	522	8	35	80	135	37	227	0	
408	ITS/Traffic Operations Technical Assistance	\$3,225.73	71	0	0	70.5	0	0	0.5	0	
409	GIS	\$6,276.55	161.5	0	0	0	15	146.5	0	0	
500	Transit Planning	\$10,514.73	210.5	2.5	152	23.5	5	5	20.5	2	0
501	Transit Technical Assistance	\$6,910.00	136	2.5	97	23.5	0	5	8	0	
502	MAT Coordinating Board	\$3,604.73	74.5	0	55	0	5	0	12.5	2	
600	Bicycle & Pedestrian Planning	\$28,774.68	697.5	2	8	477	1	80.5	82	0	47
601	Bicycle-Pedestrian Activities and Technical Assistance	\$12,300.06	288.5	2	5	170	1	77.5	33	0	
602	Bicycle and Pedestrian Counts and Analysis	\$6,814.53	196.5	0	3	96	0	2	48.5	0	47
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$4,652.89	102.5	0	0	101	0	1	0.5	0	
604	Bicycle Safety Education	\$5,007.20	110	0	0	110	0	0	0	0	
700	Local Planning Assistance	\$37,972.91	870.5	126	58	31	297.5	24.5	333.5	0	0
701	Agency Outreach	\$17,174.64	330.5	113	8	22	125	5.5	57	0	
703	Local Planning Assistance	\$20,798.27	540	13	50	9	172.5	19	276.5	0	0
800	General Administration	\$213,633.57	4929	981.5	446.5	438	553.5	476	276.5	1693	54
801	General Administration, Management, IT, Secretarial and Leave Time	\$93,725.39	2316.5	480	149.5	127	111	130	71	1194	54
	Leave Time (holiday - 80, estimated vacation - 80, estimated sick 40)	\$85,445.29	1961	247	244	251	404	290	174	351	0
802	Financial Budgeting and Tracking	\$19,401.44	345.5	201.5	6	0	0	0	4	134	
803	Professional Development, Education and Training	\$15,061.48	308	63	47	60	38.5	56	27.5	14	
900	Publications, Public Information and Communication	\$5,670.91	160.5	1.5	20	8	48.5	21	10	41.5	0
901	Metro COG Newsletter	\$1,108.33	20.5	0.5	20	0	0	0	0	0	
902	Website and Social Media	\$4,562.59	130	1	0	8	48.5	21	10	41.5	
1000	Community Planning and Technical Assistance	\$20,165.46	557	0	50	0	108.5	0	398.5	0	0
2019-10	Cass - Clay Food Systems Advisory Commission	\$3,590.02	93	0	0	0	80	0	13	0	0
2019-10	Hawley Zoning & Subdivision Ordinance Update	\$14,719.60	408	0	50	0	28.5	0	329.5	0	0
2019-10	Casselton Comprehensive Plan	\$1,855.84	56	0	0	0	0	0	56	0	0
Total		\$664,659.53	15059	2127.5	2143	2104	2087	2087	2100.5	2080	330
Comp Hours Exceeding 2080				47.5	63	24	7	7	20.5	0	
801 Includes Leave Time (holiday - 80, estimated vacation - 80, estimated sick 40)											

Due to the addition of new projects in 2020, as approved in prior amendments, and the carryover of several projects, the staff hours for 2020 have also been amended as shown in Figure 10.12.

	Figure 10.12 2020 Metro COG UPWP Amendment #5 Staff Hourly Estimates	Total Cost	Total Hours	Executive Director	Senior Planner	Transp. Planner	C/T Analyst	Assistant Planner (1)	Assistant Planner (2)	Exec. Asst.	Intern
				80.82	56.08	47.66	41.52	40.88	34.93	26.86	13.02
100	Policy and Administrative Forums	\$56,450.10	1150								
101	Metro COG Policy Board	\$18,102.70	400	80	40	30	40	30	30	150	
102	Metro COG Executive Committee	\$7,000.40	120	70	0	0	0	0	0	50	
103	Transportation Technical Committee (TTC)	\$17,834.10	390	80	40	30	40	30	30	140	
104	Federal, State, and Local Committee Meetings	\$13,512.90	240	80	30	30	40	30	30	0	
200	Contracted Planning Services	\$95,559.58	2109								
201	2045 Long Range Transportation Plan	\$0.00	0								
202	ATAC TDM Development	\$0.00	0								
203	ATAC Intersection Traffic Data Reporting	\$1,651.80	40			20			20		
204	West Fargo 13th Avenue Corridor Study	\$0.00	0								
206	Moorhead 12th Avenue Corridor Study	\$0.00	0								
208	Cass County CR 19 Study	\$0.00	0								
207	Moorhead US 10/US 75 Corridor Study	\$3,812.20	80	10	50						
208	Fargo Safe Routes to Schools Study	\$3,541.60	80			40		40			
209	Regional Bikeway Gap Analysis	\$1,651.80	40			20			20		
210	78th Avenue Corridor Study	\$4,027.40	70	10	50		10				
211	Horace Comprehensive and Transportation Plan	\$2,044.38	54				24		30		
212	MATBUS Transit Authority Implementation Study	\$5,247.40	100	10	50			40			
213	Office Remodel and Furniture	\$1,885.00	30	20						10	
214	West Fargo 9th Street Corridor Study	\$2,478.40	60				40	20			
215	Northwest Metro Transportation Plan	\$7,369.40	180		20		100		60		
216	Fargo Moorhead Diversion Rec Plan	\$15,581.20	400		20		180		200		
217	Metro COG Traffic Counting Program for LRTP	\$0.00	0								
217	Veterans Boulevard Corridor Feasibility Study	\$16,015.60	370	20		200	10		120		20
218	MATBUS Transit Development Plan (TDP)	\$19,900.40	405		220			185			
219	Moorhead 17th Street N Corridor Study	\$7,422.60	170		10	100			60		
220	Dynamic Traffic Assignment	\$3,130.40	50	20	10	20					
221	Advanced Traffic Assignment Performance Measure (ATSPM) - Fargo	\$476.60	10			10					
222	Moorhead Intersection Data Collection	\$2,995.60	90			40			20		30
300	Federal Transportation Planning Documentation	\$102,043.57	1886								
301	Transportation Improvement Program (TIP)	\$14,083.20	350		60	40		10	240		
302	Unified Planning Work Program (UPWP)	\$27,846.90	380	300	30	10	10	10	10	10	
303	Public Participation	\$11,508.80	220	40	40	40	60	40			
304	Congestion Management Process	\$7,703.60	150	20	50		20	60			
305	Federal and State Rules and Regulations Compliance and Maintenance	\$6,284.20	90	50	40						
306	Civil Rights / Title VI / LEP/ Environment Justice	\$6,164.65	140	10	5	5	50	60	5	5	
307	2045 LRTP Implementation	\$9,796.30	180	20	95	25	40				
308	2020 Census Coordination and Technical Assistance	\$18,675.92	376	20	160		116	80			
400	Technical Transportation Data & Analysis	\$83,584.90	2065								
401	Performance Measures	\$13,433.00	250	50	80			120			
402	Federal Functional Classification Update	\$4,765.90	105		20	25		60			
403	Travel Demand Model (TDM) maintenance and Operation	\$3,284.80	70		10	40		20			
404	Freight and Goods Movement	\$4,139.20	100				80	20			
405	FM Metropolitan Profile	\$9,666.40	270		10	20	20	160			60
406	Metropolitan Traffic Counting Program	\$8,756.20	270			80		10	100		80
407	Metropolitan Technical Assistance	\$18,236.20	430		40	80	160	50	100		
408	ITS/Traffic Operations Technical Assistance	\$6,168.40	140			60	60	20			
409	GIS	\$15,134.80	430		20		60	250			100
500	Transit Planning	\$19,694.10	405								
501	Transit Technical Assistance	\$11,799.50	225		160	25		40			
502	MAT Coordinating Board	\$7,894.60	180		80			40	20	40	
600	Bicycle & Pedestrian Planning	\$49,159.40	1260								
601	Bicycle-Pedestrian Activities and Technical Assistance	\$20,851.20	560			180		200	80		100
602	Bicycle and Pedestrian Counts and Analysis	\$7,394.50	230			100		10	30		90
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$19,611.20	440		20	300			120		
604	Bicycle Safety Education	\$1,302.50	30			20			10		
700	Local Planning Assistance	\$44,398.20	950								
701	Agency Outreach	\$21,999.10	400	110		40	100	20	50		
703	Local Planning Assistance	\$22,399.10	550		40	40	260	20	190		0
800	General Administration	\$214,494.50	4585								
801	General Administration, Management, IT, Secretarial and Leave Time	\$109,477.66	2481	580	180	130	130	100	100	1241	
	Leave Time (holiday - 84, est. vacation - 80, estimated sick - 40)	\$67,065.00	1428	204	204	204	204	204	204	204	
802	Financial Budgeting and Tracking	\$19,971.60	320	200	20						100
803	Professional Development, Education and Training	\$17,980.24	376	56	56	56	56	56	56	40	
900	Publications, Public Information and Communication	\$13,431.50	335								
901	Metro COG Newsletter	\$8,123.65	185	20	20	20	50	10	25	40	
902	Website and Social Media	\$5,307.85	150				40	35	25	50	
1000	Community Planning and Technical Assistance	\$7,761.55	195								
2019-100	Cass - Clay Food Systems Advisory Commission	\$4,718.80	120				80		40		0
2019-100	Hawley Zoning & Subdivision Ordinance Update	\$3,042.75	75		20				55		
2019-100	Casseton Comprehensive Plan	\$0.00	0								
Total		\$686,577.40	14940	2080	2080	2080	2080	2080	2080	2080	480

801 Includes Leave Time (holiday - 84, estimated vacation - 80, estimated sick 40)

XXX Strikethrough represents completed projects.

Gray shading represents carryover projects (UPWP Amendment #5)

Pink shading represents new projects (UPWP Amendments #3 and #5)

Appendix A. Policy Board, Transportation Technical Committee and Metro COG Staff

METRO COG POLICY BOARD (AS OF DEC, 2018) Voting Members

Roger Buscher	City of Moorhead, Minnesota – Planning Commission
Brenda Elmer	City of Moorhead, Minnesota – City Council
Shara Fischer	City of Fargo, North Dakota – Planning Commission
Tony Gehrig	City of Fargo, North Dakota – City Commission
Steve Gehrtz	City of Moorhead, Minnesota – City Council
Eric Gjerdevig	City of West Fargo, North Dakota – City Commission
Tony Grindberg	City of Fargo, North Dakota – City Commission
John Gunkelman	City of Fargo, North Dakota – Planning Commission
John Koerselman	City of Horace, North Dakota – City Council
Jenny Mongeau (C)	Clay County, Minnesota – County Commission
Brad Olson (VC)	City of West Fargo, North Dakota – City Commission
Dave Piepkorn	City of Fargo, North Dakota – City Commission
Arland Rasmussen	Cass County, North Dakota – County Commission
Rocky Schneider	City of Fargo, North Dakota – Planning Commission
Kevin Spaulding	City of Dilworth, Minnesota – City Council
John Strand	City of Fargo, North Dakota – City Commission
*(C) Chair and (VC) Vice Chair	

ASSOCIATE MEMBERS

Charlie Francis	City of Casselton, North Dakota – City Council
Ben Gunkelman	City of Hawley, North Dakota – City Council
Kevin Odegard	Mapleton, North Dakota – City Council
David Owings	City of Glyndon, Minnesota – City Council
Michael Rietz	City of Barnesville, Minnesota – City Administrator
Richard Sundberg	City of Harwood, North Dakota – City Council

EX-OFFICIO MEMBERS

Bob Walton	North Dakota Dept. of Transportation – Fargo District Engineer
Shiloh Wahl	Minnesota Dept. of Transportation – District 4 Engineer

VOTING AND ASSOCIATE MEMBER ALTERNATES

Wendy Affield	City of Glyndon, Minnesota – City Clerk/Treasurer
Lee Anderson	City of Casselton, North Dakota – Mayor
Chris Brungardt	City of West Fargo, North Dakota – Public Works
Casey Eggermont	City of Harwood, North Dakota – City Auditor
Jim Haney	Clay County, Minnesota – County Commission
Chuck Hendrickson	City of Moorhead, Minnesota – City Councilmember
Brenton Holper	City of Horace, North Dakota – City Administrator
Cecil Johnson	City of Glyndon, Minnesota – Mayor
Karen Lauer	City of Barnesville, Minnesota - Economic Development Authority
Barry Lund	City of Mapleton, North Dakota – Mayor
Chad Olson	City of Dilworth, Minnesota – Mayor
Chad Peterson	Cass County, North Dakota – County Commissioner
Stacey Reidberger	City of Hawley, Minnesota – City Councilmember
Scott Stofferahn	City of Fargo, North Dakota – Planning Commissioner
Larry Weil	City of West Fargo, North Dakota – Planning & Zoning

Appendix A. Policy Board, Transportation Technical Committee and Metro COG Staff

Transportation Technical Committee (as of Dec. 2018)

Jonathan Atkins	<i>City of Moorhead, City Traffic Engineer</i>
Jason Benson	<i>Cass County, North Dakota Public Works Department</i>
Julie Bommelman	<i>City of Fargo, North Dakota Transit (MATBUS)</i>
Hali Durand	<i>Clay County Planning Department</i>
Richard Duran	<i>Federal Highway Administration (Ex-Officio)</i>
Jeremy Gorden (VC)	<i>City of Fargo, North Dakota Engineering Department</i>
Cindy Gray (C)	<i>Fargo-Moorhead Metropolitan Council of Governments</i>
Michael Johnson	<i>North Dakota Department of Transportation</i>
Kristie Leshovsky	<i>City of Moorhead City Planning and Zoning</i>
Kim Lipetzky	<i>Bicycle - Pedestrian Committee Representative</i>
Aaron Nelson	<i>City of Fargo, Planning Department</i>
David Overbo	<i>Clay County, Minnesota County Engineering Department</i>
Mary Safgren	<i>Minnesota Department of Transportation District 4</i>
Russ Sahr	<i>City of Horace, Planning Department</i>
Dustin Scott	<i>City of West Fargo, Engineering Department</i>
Tim Solberg	<i>City of West Fargo, Planning Department</i>
Brit Stevens	<i>North Dakota University Representative</i>
Stan Thurlow	<i>City of Dilworth, Minnesota Planning Department</i>
Ranae Tunison	<i>Federal Transit Administration (Ex-Officio)</i>
Lori Van Beek	<i>City of Moorhead, Minnesota Moorhead Transit (MATBUS)</i>
Mark Wolter	<i>Freight Committee Representative</i>
[Vacant]	<i>Minnesota University Representative</i>
[Vacant]	<i>Cass County Planning Department Representative</i>
[Vacant]	<i>Greater Fargo-Moorhead Economic Development Foundation</i>

note: C = Chair, VC= Vice Chair

Metro COG Staff

Cynthia Gray	<i>Executive Director</i>
Michael Maddox	<i>Senior Transportation Planner</i>
Dan Farnsworth	<i>Transportation Planner</i>
Adam Altenburg	<i>Community and Transportation Analyst</i>
Anna Pierce	<i>Assistant Planner</i>
Luke Champa	<i>Assistant Planner</i>
Savanna Leach	<i>Executive Assistant</i>

Appendix A.

Policy Board, Transportation Technical Committee and Metro COG Staff

METRO COG POLICY BOARD (AS OF DEC. 2019)

Voting Members

Duane Breitling	Cass County, North Dakota – County Commission
Dave Fenelon	City of Horace, North Dakota – City Council
Tony Gehrig	City of Fargo, North Dakota – City Commission
Eric Gjerdevig	City of West Fargo, North Dakota – City Commission
Tony Grindberg	City of Fargo, North Dakota – City Commission
John Gunkelman	City of Fargo, North Dakota – Planning Commission
Chuck Hendrickson	City of Moorhead, Minnesota – City Council
Steve Jesme	City of Dilworth, Minnesota – City Council
Johnathan Judd	City of Moorhead, Minnesota – City Council (Mayor)
Jenny Mongeau (C)	Clay County, Minnesota – County Commission
Brad Olson (VC)	City of West Fargo, North Dakota – City Commission
Dave Piepkorn	City of Fargo, North Dakota – City Commission
Rocky Schneider	City of Fargo, North Dakota – Planning Commission
John Strand	City of Fargo, North Dakota – City Commission
Maranda Tasa	City of Fargo, North Dakota – Planning Commission
Sara Watson Curry	City of Moorhead, Minnesota – City Council
*(C) Chair and (VC) Vice Chair	

ASSOCIATE MEMBERS

Charlie Francis	City of Casselton, North Dakota – City Council
Ben Gunkelman	City of Hawley, North Dakota – City Council
Kevin Odegard	City of Mapleton, North Dakota – City Council
David Owings	City of Glyndon, Minnesota – City Council
Michael Rietz	City of Barnesville, Minnesota – City Administrator
Richard Sundberg	City of Harwood, North Dakota – City Council

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Jim Haney	Clay County, Minnesota – County Commission
Brenton Holper	City of Horace, North Dakota – City Administrator
Cecil Johnson	City of Glyndon, Minnesota – Mayor
Karen Lauer	City of Barnesville, Minnesota – Economic Development
Barry Lund	City of Mapleton, North Dakota – Mayor
Nicole Mattson	City of Moorhead, Minnesota – Planning Commission
Chad Olson	City of Dilworth, Minnesota – Mayor
Chad Peterson	Cass County, North Dakota – County Commission
Stacey Reidberger	City of Hawley, Minnesota – City Council
Scott Stofferahn	City of Fargo, North Dakota – Planning Commission
Larry Weil	City of West Fargo, North Dakota – Planning & Zoning

Appendix A.

Policy Board, Transportation Technical Committee and Metro COG Staff

Transportation Technical Committee (as of Dec. 2019)

Jonathan Atkins	<i>City of Moorhead, City Traffic Engineer</i>
Jason Benson	<i>Cass County, North Dakota Public Works Department</i>
Julie Bommelman	<i>City of Fargo, North Dakota Transit (MATBUS)</i>
Jeremy Gorden (VC)	<i>City of Fargo, North Dakota Engineering Department</i>
Cindy Gray (C)	<i>Fargo-Moorhead Metropolitan Council of Governments</i>
Matthew Jacobson	<i>Clay County, Minnesota Planning Department</i>
Michael Johnson	<i>North Dakota Department of Transportation</i>
Kim Lipetzky	<i>Bicycle - Pedestrian Committee Representative</i>
Jaclynn Maahs	<i>Concordia College – MN University Representative</i>
Peyton Mastera	<i>City of Dilworth, Minnesota Administrator</i>
Aaron Nelson	<i>City of Fargo, Planning Department</i>
Joe Raso	<i>Greater Fargo-Moorhead Economic Development Foundation</i>
Mary Safgren	<i>Minnesota Department of Transportation District 4</i>
Russ Sahr	<i>City of Horace, Planning Department</i>
Tim Solberg	<i>City of West Fargo, Planning Department</i>
Justin Sorum	<i>Clay County, Minnesota Engineering Department</i>
Brit Stevens	<i>North Dakota University Representative</i>
Ranae Tunison	<i>Federal Transit Administration (Ex-Officio)</i>
Lori Van Beek	<i>City of Moorhead, Minnesota Moorhead Transit (MATBUS)</i>
Mark Wolter	<i>Freight Committee Representative</i>
Andrew Wrucke	<i>City of West Fargo, Engineering Department</i>
[Vacant]	<i>Cass County Planning Department Representative</i>

note: C = Chair, VC= Vice Chair

Appendix B.

Policy Board and Transportation Technical Committee Meeting Schedules

2019		2020	
Transportation Technical Committee	Metro COG Policy Board	Transportation Technical Committee	Metro COG Policy Board
January 10, 2019	January 17, 2019	January 9, 2020	January 16, 2020
February 14, 2019	February 21, 2019	February 13, 2020	February 20, 2020
March 14, 2019	March 21, 2019	March 12, 2020	March 19, 2020
April 11, 2019	April 18, 2019	April 9, 2020	April 16, 2020
May 9, 2019	May 16, 2019	May 14, 2020	May 21, 2020
June 13, 2019	June 20, 2019	June 11, 2020	June 18, 2020
July 11, 2019	July 18, 2019	July 9, 2020	July 16, 2020
August 8, 2019	August 15, 2019	August 13, 2019	August 20, 2020
September 12, 2019	September 19, 2019	September 10, 2020	September 17, 2020
October 10, 2019	October 17, 2019	October 8, 2020	October 15, 2020
November 14, 2019	November 21, 2019	November 12, 2020	November 19, 2020
December 12, 2019	December 29, 2019	December 10, 2020	December 17, 2020

Metro COG Policy Board meetings are generally held at 4:00pm (CST). Transportation Technical Committee meetings are generally held at 10:00am (CST). Both meetings are generally held at the Metro COG offices:

FM Metro COG
Case Plaza, Suite 232
1 – 2nd Street North
Fargo, North Dakota 58102-4807

Meeting agenda packets are posted to the Metro COG website: www.fmmetrocog.org and are available at the Metro COG offices one week in advance of the meetings.

Appendix C. Notice of 2016 Planning Emphasis Areas Letter



U.S. Department
of Transportation

Federal Highway
Administration
Federal Transit
Administration

1200 New Jersey Avenue, SE.
Washington, DC 20590

March 18, 2015

In Reply Refer To: HEPP-1/TPE-1

Attention: Executive Directors of Metropolitan Planning Organizations

In 2014, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) sent a letter to the Executive Directors of the Metropolitan Planning Organizations (MPO) and the heads of the State Departments of Transportation (State DOT) encouraging you to give priority to the following emphasis areas in your updated unified planning work programs (UPWP) and statewide planning and research programs: MAP-21 Implementation, Regional Models of Cooperation, and Ladders of Opportunity. These three priorities are included in Secretary Foxx's strategic objectives for the Surface Transportation Program. We are requesting State DOTs and MPOs reiterate and emphasize these planning emphasis areas in their respective planning work programs for Fiscal Year 2016. We are also directing our FHWA and FTA field offices to continue to work with you and your organizations to identify tasks that advance these U.S. Department of Transportation priorities.

MAP-21 Implementation

Transition to Performance-based Planning and Programming – We encourage State DOTs and MPOs to further develop their performance management approach to transportation planning and programming. Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. Appropriate UPWP work tasks could include working with local planning partners to identify how to implement performance-based planning provisions such as collecting performance data, selecting and reporting performance targets for the metropolitan area, and reporting actual system performance related to those targets. The MPOs might also explore the option to use scenario planning to develop their metropolitan transportation plan. We encourage you to use the following resources to help develop your approach: [Performance Based Planning and Programming Guidebook](#), [Model Long Range Transportation Plans Guidebook](#), and [Small Metropolitan Areas: Performance Based Planning](#).

Regional Models of Cooperation

Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries – To improve the effectiveness of transportation decisionmaking, we encourage State DOTs, MPOs, and providers of public transportation to think beyond traditional borders and adopt a coordinated approach to transportation planning. A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and

2

commerce across boundaries. Improved multi-jurisdictional coordination by State DOTs, MPOs, providers of public transportation, and rural planning organizations (RPO) can reduce project delivery times and enhance the efficient use of resources, particularly in urbanized areas that are served by multiple MPOs. The MPOs can revisit their metropolitan area planning agreements to ensure that there are effective processes for cross-jurisdictional communication among State DOTs, MPOs, and providers of public transportation to improve collaboration, policy implementation, technology use, and performance management. State DOTs and MPOs can explore the opportunity to partner with RPOs to conduct transportation planning in nonmetropolitan areas. We encourage you to visit FHWA's [Regional Models of Cooperation](#) and [Every Day Counts Initiative](#) Webpages for more information.

Ladders of Opportunity

Access to Essential Services – We encourage State DOTs, MPOs, and providers of public transportation, as part of the transportation planning process, to identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation. Suggested UPWP work tasks include developing and implementing analytical methods to identify gaps in the connectivity of the transportation system and developing infrastructure and operational solutions that provide the public, especially the traditionally underserved populations, with adequate access to essential services. Other effective work tasks could include: evaluating the effectiveness of public participation plans for engaging transportation disadvantaged communities in the transportation decisionmaking process; updating the Section 5310 Coordinated Human Service Public Transportation Plans; assessing the safety and condition of pedestrian and bicycle facilities; and evaluating compliance with Americans with Disabilities Act, particularly around schools, concentrations of disadvantaged populations, social services, medical, and transit facilities.

Sincerely yours,

Gregory G. Nadeau
Deputy Administrator
Federal Highway Administration

Therese W. McMillan
Acting Administrator
Federal Transit Administration

Appendix D. Documentation of Local Match

2019 and 2020 jurisdiction dues and project-specific responsibilities, as presented, were originally approved May 17, 2018 as part of the 2019-2020 Metro COG Budget. As of December, 2019, Metro COG has processed five amendments to the 2019-2020 UPWP. The amendments are summarized below and are reflected in the updated jurisdiction operations dues summary for 2019 and 2020 and the jurisdiction project dues summary for 2019 and 2020.

Summary of UPWP Amendments 1-5				
Amendment # and date	Purpose of Amendment	Impacts to 2019 Budget	Impacts to 2020 Budget	Notes
#1 February, 2019	9th Street Corridor Study – boundary change and budget reduction Northwest Metro Transportation Plan – budget increase	Budget neutral		Administrative Modification (\$25,000 shift = 1.65 percent of 2019 budget; 0.8 percent of combined 2019-2020 budget) Local share changes resulted in +\$2,500 for Fargo and -\$2,500 for West Fargo.
#2 March, 2019	17th Avenue S Corridor Study – Add to 2019 as Carryover Project and add up to \$10,000 of local funds (City of Fargo) to budget Purchase of Traffic Count Equipment – Add \$5,126.17 in local funds to the 2019 Operations/Overhead Budget	Used \$2,000 in remaining funds from 2018 and added \$3,126.17 in local funds from Metro COG reserves.		Administrative Modification (\$15,125.17 addition resulted in approximately a 1.0 percent change to the total 2019 budget, 0.5 percent change in the combined 2019-2020 budget)
#3 June, 2019	Remove Metro COG Traffic Counting Program (\$125,000 reduction) Add Veterans Boulevard Corridor Feasibility Study (\$150,000 addition) Operations and Overhead (\$47,806.64 increase) Add Dynamic Traffic Assignment (\$35,000 addition) Modify Intersection Traffic Data Reporting - ATAC (\$26,255 increase and split between 2019 and 2020) Add ATSPM set-up for Fargo - ATAC (\$28,482 increase and split between 2019 and 2020) 76th Avenue S Amendment (\$25,000 increase and extend into 2020)	Used \$25,000 remaining from 52 nd Ave. S Corridor Study for the 76 th Ave S Amendment. Modified fund assignment between ATAC projects. Total impact of \$63,000 in funding modifications.	Added \$162,543.64 to 2020 budget (80% Federal, 20% local).	Administrative Modification (\$63,000 amendments for 2019 and \$162,543.64 increase for 2020 resulted in approximately a 7.1 percent change in the combined 2019-2020 budget)
#4 September, 2019	Metro COG Remodeling Project (Moved \$20,000 from 2020 budget to 2019 budget)	Adds \$20,000 to 2019 Budget (\$16,000 CPG,	Reduces 2020 budget by \$20,000 (\$16,000	Administrative Modification (\$20,000 shift from one year to the other = 0.06 percent

Appendix D. Documentation of Local Match

		\$4,000 local, taken from Metro COG reserves)	CPG, \$4,000 local)	change in the combined 2019-2020 budget)
#5 December, 2019	76th Avenue S Amendment (Refine amendment identified in Amendment #3 to \$28,965.65, which is an addition of \$3,965.65) Modify Metro COG staff hours for 2019 (budget neutral) Add Moorhead Intersection Traffic Counts (up to \$15,000 increase) West Fargo 9th Street Corridor Study (Add \$24,409 and extend into 2020) Add nine carry-over projects (From 2017-2018: Fargo Safe Routes to School, Moorhead US 10 and 75 Corridor Study, 76 th Avenue S Corridor Study, Transit Authority Study, Horace Comprehensive and Transportation Plan, FM Bikeway Gap Analysis, ATAC Intersection Data Reporting. From 2019: West Fargo 9 th Street Corridor Study and Hawley Zoning Ordinance.)		Adds an additional \$34,699.72 of 2020 CPG funds and up to \$8,674.93 of local funds to the 2020 budget.	Administrative Modification (\$43,374.65 addition = 1.3 percent change in the combined 2019-2020 budget)

The following table shows Metro COG's updated operations and overhead, and breakout between Federal and local funding for 2019.

Jurisdiction Operations Dues Summary - 2019 Budget (UPWP Amendment #2 - March, 2019)

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	MnDOT	
Metro COG Dues										
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
Internal Operations (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$8,145.50	\$8,625.48	\$2,052.57	\$52,654.73	\$1,239.50	\$19,416.26	\$13,175.41	\$26,820.00	\$ 660,647.27
Metro COG Overhead Costs	All	\$2,283.47	\$2,418.03	\$575.41	\$14,760.97	\$347.48	\$5,443.06	\$3,693.53	\$0.00	\$ 147,609.73
MnDOT Match Requirement	All	\$518.62	\$549.18	\$130.69	\$3,352.50	\$78.92	\$1,236.22	\$838.87	\$0.00	\$ 6,705.00
Total Dues (Internal)		\$10,428.97	\$11,043.51	\$2,627.98	\$67,415.70	\$1,586.97	\$24,859.33	\$16,868.95	\$26,820.00	\$808,257.00
Internal Operations (ineligible costs)	All	\$153.15	\$162.17	\$38.59	\$990.00	\$23.30	\$365.06	\$247.72		\$1,980.00
Total		\$10,582.12	\$11,205.68	\$2,666.57	\$68,405.70	\$1,610.28	\$25,224.39	\$17,116.67	\$26,820.00	\$810,237.00

Appendix D. Documentation of Local Match

The following table shows the updated projects, project budgets, and breakout between Federal and local funding for 2019.

Jurisdiction Project Dues Summary - 2019 Budget (UPWP Amendments #1 - February, '19, #2 - March '10 and #4 - Sept. '19)

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost	Federal Share	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
Metro COG Dues														
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%				
Regional Contracted Planning Projects														
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Metro COG Office Remodel & Furnishing	All	\$4,950.28	\$5,241.99	\$1,247.41	\$32,000.00	\$753.28	\$11,799.90	\$8,007.13		\$320,000.00	\$256,000.00	80%	\$64,000.00	20%
Metro COG Office Remodel & Furnishing (Transfer of 2020 Funds to 2019 per UPWP Amendment #4)	All	Metro COG reserves, made up of local funds, were used to pay local share for this transfer of 2020 funds into 2019.								\$20,000.00	\$16,000.00	80%	\$4,000.00	20%
total		\$5,104.98	\$5,405.80	\$1,286.40	\$33,000.00	\$776.82	\$12,168.65	\$8,267.35	\$0.00					
Individual Jurisdiction Contracted Planning														
9th Street Corridor Study (UPWP Amendment #1)	West Fargo							\$20,000.00		\$100,000.00	\$80,000.00	80%	\$20,000.00	20%
Northwest Metro Transportation Plan (UPWP Amendment #1)	Fargo/West Fargo				\$20,000.00			\$20,000.00		\$200,000.00	\$160,000.00	80%	\$40,000.00	20%
Fargo-Moorhead Diversion Rec Plan (2019-2020)	Diversion Authority								\$40,000.00	\$80,000.00	\$40,000.00	50%	\$40,000.00	50%
17th Avenue S Corridor Study Contract Amendment (UPWP Amendment #2)					\$9,466.05						\$0.00	0%	\$9,466.05	100%
Total Contracted Planning Studies		\$0.00	\$0.00	\$0.00	\$29,466.05	\$0.00	\$0.00	\$40,000.00	\$40,000.00	\$730,000.00	\$280,000.00	80%	\$109,466.05	20%
Grand Total Project Dues		\$5,104.98	\$5,405.80	\$1,286.40	\$62,466.05	\$776.82	\$12,168.65	\$48,267.35	\$40,000.00					

The following table shows Metro COG's updated operations and overhead, and breakout between Federal and local funding for 2020.

Jurisdiction Operations Dues Summary - 2020 Budget (UPWP Amendment #3 - June, 2019)

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other	
Metro COG Dues		20 Percent Local Match Distributed by Jurisdiction								
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
Internal Operations (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$8,991.81	\$9,521.67	\$2,265.83	\$58,125.53	\$1,368.28	\$21,433.61	\$14,544.33	\$26,820.00	\$ 715,355.29
Metro COG Overhead Costs	All	\$2,995.42	\$3,171.93	\$754.81	\$19,363.19	\$455.81	\$7,140.12	\$4,845.11	\$0.00	\$ 193,631.92
MnDOT Match Requirement	All	\$518.62	\$549.18	\$130.69	\$3,352.50	\$78.92	\$1,236.22	\$838.87	\$0.00	\$ 6,705.00
Total Dues (Internal)		\$12,506.85	\$13,242.77	\$3,151.33	\$80,841.22	\$1,903.01	\$29,809.95	\$20,228.32	\$26,820.00	\$915,692.21
Internal Operations (ineligible costs)	All	\$177.90	\$188.38	\$44.83	\$1,150.00	\$27.07	\$424.06	\$287.76		\$2,300.00
Total		\$12,683.75	\$13,431.16	\$3,196.15	\$81,991.22	\$1,930.08	\$30,234.00	\$20,516.07	\$26,820.00	\$917,992.21

Appendix D. Documentation of Local Match

The following table shows the updated projects, project budgets, and breakout between Federal and local funding for 2020.

Jurisdiction Project Dues Summary - 2020 Budget (UPWP Amendments #3, June-2019, #4, Sept - 2019, and #5, Dec - 2019)

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost	Federal Share	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
Metro COG Dues														
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%				
Regional Contracted Planning Projects														
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Metro COG Traffic Counting Program (UPWP Am. #3)	Delay to 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	80%	\$0.00	20%
Metro COG Remodel and Furnishing (UPWP Am. #4)	All	\$77.35	\$81.91	\$19.49	\$500.00	\$11.77	\$184.37	\$125.11		\$5,000.00	\$4,000.00	80%	\$1,000.00	20%
Dynamic Traffic Assignment Model (UPWP Am. #3)	All	\$464.09	\$491.44	\$116.95	\$3,000.00	\$70.62	\$1,106.24	\$750.67		\$30,000.00	\$24,000.00	80%	\$6,000.00	20%
total		\$696.13	\$737.15	\$175.42	\$4,500.00	\$105.93	\$1,659.36	\$1,126.00	\$0.00	\$45,000.00	\$36,000.00		\$9,000.00	
Individual Jurisdiction Contracted Planning														
MATEBUS Transit Development Plan	MATEBUS				\$28,800.00		\$13,200.00			\$200,000.00	\$160,000.00	80%	\$40,000.00	20%
17th Street Corridor Study	Moorhead						\$20,000.00			\$100,000.00	\$80,000.00	80%	\$20,000.00	20%
Northwest Metropolitan Transportation Plan	Fargo/West Fargo				\$5,000.00			\$5,000.00		\$50,000.00	\$40,000.00	80%	\$10,000.00	20%
Fargo-Moorhead Diversion Rec Plan (2019-2020)	Diversion Authority								\$75,000.00	\$150,000.00	\$75,000.00	50%	\$75,000.00	50%
Veterans Boulevard Corridor Feasibility Study (UPWP Am. #3)	Fargo/Horace				\$18,000.00	\$12,000.00				\$150,000.00	\$120,000.00	80%	\$30,000.00	20%
ATAC Intersection Traffic Data Reporting (UPWP Am. #3)	Fargo/WF/Mhd				\$3,900.00		\$975.00	\$1,625.00		\$32,500.00	\$26,000.00	80%	\$6,500.00	20%
ATAC ATSPM Setup for Fargo (UPWP Am. #3)	Fargo				\$4,500.00					\$22,500.00	\$18,000.00	80%	\$4,500.00	20%
76th Ave S Corridor Study (UPWP Am. #3 & 5)	Fargo/Horace/Cass Co	See Note			See Note	See Note				\$28,966.00	\$23,172.80	80%	\$5,793.20	20%
West Fargo 9th St. Corridor Study (UPWP Am. #5)	West Fargo							\$4,881.80		\$24,409.00	\$19,527.20	80%	\$4,881.80	20%
Moorhead Intersection Data Collection (UPWP Am. #5)	Moorhead						\$3,000.00			\$15,000.00	\$12,000.00	80%	\$3,000.00	20%
Total Contracted Planning Studies		\$0.00	\$0.00	\$0.00	\$58,200.00	\$12,000.00	\$37,175.00	\$11,506.80	\$75,000.00	\$773,375.00	\$673,700.00		\$199,675.00	
Grand Total		\$696.13	\$737.15	\$175.42	\$62,700.00	\$12,105.93	\$38,834.36	\$12,632.80	\$75,000.00	\$818,375.00	\$609,700.00		\$208,675.00	

Note: Budget for 76th Avenue S Amendment (Federal funding and local match) taken from unused budget for 52nd Avenue S Corridor Study and Fargo-West Fargo Parking and Access Study. Local funds were already provided to Metro COG for those projects.

Appendix E. Metro COG Cost Allocation Plan

Metro COG Cost Allocation Plan

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) has prepared a cost allocation plan in support of the 2019-2020 Unified Planning Work Program (UPWP). It is intended to describe the procedures used by Metro COG to distribute indirect project costs incurred over the 24-month period (January 1, 2019 — December 31, 2020) among local, state, and federal granting agencies.

Metro COG Funding & Billing Procedures

Federal

For 2019-2020 Metro COG will receive the majority of its revenues from a Consolidated Planning Grant (CPG) administered by the North Dakota Department of Transportation. The 20% share of the CPG eligible costs are covered through local and state sources of funding. Metro COG bills NDDOT monthly for reimbursement of eligible CPG activities. Metro COG reimbursement requests to NDDOT break out costs by direct labor, indirect costs, and contracted planning costs.

State

Metro COG will receive approximately \$26,820 (based on estimates for CY 2019 and CY 2020 provided by MnDOT) annually from the Minnesota Department of Transportation (MnDOT) through a state funded planning grant. The MnDOT grant requires a 20% local match, which is met out of expenses billed to Program Area 901; and through the dues collected from Metro COG's member units of government. The 20% match on the MnDOT is estimated annually at approximately \$6,705 based on CY 2018 MnDOT Grant. The other 80% of the MnDOT grant is used as the 20% match on CPG eligible activities. Metro COG bills MnDOT three times annually for reimbursement of the state planning grant funds (50%, 40% and 10%).

Local

Metro COG will collect local dues annually from its local members' units of government. The local dues make up the majority of the required 20% match on CPG eligible costs for internal operations. Local match on contracted planning activities (Program Area 1000) are collected directly from benefiting jurisdictions or agencies and are not covered by Metro COG local dues contributions. Metro COG invoices all local member units of government once annually for payment of local dues and required match on contracted planning activities.

Appendix E. Metro COG Cost Allocation Plan

Labor Costs (Direct Costs)

The direct cost of Metro COG staff is determined based on both the annual salary and related labor costs which include fringe benefits. Metro COG includes the cost of fringe benefits (health, dental and vision), SIMPLE (retirement) plan contributions, Social Security, Medicare and other employee related expenses into its hourly billing rate. When Metro COG bills NDDOT or other benefiting agencies, it is directly recouping these employees' related costs.

Indirect Costs (Overhead, Administration and Release Time)

Metro COG's indirect costs for 2019 and 2020 are demonstrated in Program Area 800 and overhead costs 800a-800r. Program Area 800 is Administrative time billed by Metro COG staff that is not attributable to any specific program activity in that it benefits the overall operation of Metro COG, as discussed under Program Area 800. Program Area 800a – 800r is overhead costs incurred to support the operations of Metro COG.

Metro COG's indirect costs support the implementation of Program Area 100-900 of the UPWP, as outlined below. Indirect (overhead) costs attributable to *non-metropolitan wide* Program Area 1000 projects are not charged against Metro COG's overhead for items such as advertising and meeting space costs. These costs are directly recouped from the project-specific Program Area 1000 budget. Certain soft costs such as printing, postage and miscellaneous supply costs for Program Area 1000 projects are charged against Metro COG's overhead, as these costs are difficult to separate. Indirect (overhead) costs attributable to Program Area 1000 projects, which are metropolitan wide (area wide plans, the MTP or modal plan updates, etc.), are billed against Metro COG's overhead costs.

Metro COG clearly delineates indirect costs from direct project costs (billable staff time or consultant and contracted charges) when it bills NDDOT for CPG reimbursements. Metro COG bills NDDOT an indirect rate (which is reconciled and approved annually) to recoup overhead and administrative costs incurred as part of its operation, as expressed through activities and expenses related to Program Area 800 and 800a – 800r.

For internal budgeting purposes Metro COG splits the overhead component of its indirect costs by those eligible for CPG reimbursement (overhead costs) and those ineligible for CPG reimbursement (801). Costs shown in 801 are cost considered ineligible for reimbursement with CPG funds. Metro COG uses costs incurred in 801 to partially meet the local match against the annual MnDOT state planning grant, which requires a local match of 20%, which is estimated annually at approximately \$6,705 based on CY 2018 MnDOT Grant. Metro COG and

Appendix E. Metro COG Cost Allocation Plan

NDDOT annually reconciles indirect billing amounts to ensure accuracy of costs being reimbursed as indirect with CPG funds.

Metro COG uses 19 categories of overhead costs; many are self-explanatory but a full description is provided below:

- *800a -Travel/Registration/Training:* Registration fees for conferences, workshops and seminars; mileage and travel reimbursements, including per diems, related to pre-approved staff travel.
- *800b - Dues/Subscriptions:* Expenses for dues and subscriptions for transportation planning related publications and professional organizations (if CPG eligible).
- *800c - Office Supplies:* Materials and supplies (paper, pens, pencils, etc.).
- *800d - Postage:* Postage meter lease and postage costs.
- *800e - Advertising:* Advertising costs related to the publication of Metro COG meetings and events (PPP); and ads regarding employee recruitment.
- *800f - Office Rent:* Rent payments regarding Metro COG office space.
- *800g - Insurance:* Several interrelated insurance policies protecting Metro COG material items, liability for staff, the Director, and the Policy Board.
- *800h - Communications:* Monthly internet/phone/data charges.
- *800i - Information Systems:* Related to support of information systems (IS) of Metro COG, including hardware, software, website hosting, and Managed IT services.
- *800j - Audit (contracted):* Metro COG's annual audit.
- *800k - Office Equipment:* Replacement/purchase of office equipment, including desks, chairs, computers etc. (Metro COG is a stand-alone organization, and all equipment used by Metro COG is used solely for Metro COG functions).
- *800l - Equipment Rental (including printing):* This relates to the lease/rental of equipment, primarily Metro COG's office multifunction printer; including cost-per-copy printing.
- *800m - Attorney's Fees:* Legal costs. *Banking Fees:* Service charges
- *800n - Accounting Services (contracted):* Costs related to accounting services.
- *800o – HR Services:* Expenses related to Metro COG's use of Human Resources services.

Appendix E. Metro COG Cost Allocation Plan

- 800p – *Traffic Count Equipment Maintenance*: Costs related to replacement/purchase of traffic count equipment and maintenance.
- 800q – *Payroll Services*: Payroll services not covered under accounting services.
- 800r – *Newsletter Printing and Mailing*: Costs related to the printing and distribution of the *Metro Connection*, Metro COG's quarterly newsletter (postage for distribution included).

Locally Funded Overhead

- 801a - *Miscellaneous (Locally funded)*: Covers miscellaneous costs that are not eligible for federal reimbursement (occasional food/meals for meetings); and is used to cover unexpected expenses for which no other overhead category is suitable.

Overhead Costs - 2019-2020 Budget

800 Overhead		2019	2020	2020 as Amended (UPWP Amendment #3) ¹
800a	Travel / Registrations/ Training/etc..	\$10,200.00	\$10,400.00	\$24,860.00
800b	Dues / Subscriptions	\$4,646.00	\$5,456.00	\$6,628.00
800c	Office Supplies	\$3,200.00	\$3,200.00	\$3,500.00
800d	Postage	\$1,500.00	\$1,500.00	\$2,364.00
800e	Advertising	\$2,200.00	\$2,200.00	\$2,200.00
800f	Office Rent	\$36,560.56	\$37,307.28	\$62,400.00
800g	Insurance	\$6,074.00	\$6,106.00	\$7,300.00
800h	Communications	\$4,140.00	\$4,200.00	\$3,840.00
800i	Information Systems	\$34,660.00	\$34,680.00	\$39,900.00
800j	Audit	\$8,000.00	\$8,250.00	\$11,000.00
800k	Office Equipment	\$500.00	\$1,500.00	\$500.00
800l	Printing	\$9,813.00	\$9,856.00	\$7,799.92
800m	Legal Services	\$550.00	\$550.00	\$800.00
800n	Accounting Services	\$15,600.00	\$16,000.00	\$15,600.00
800o	HR Services	\$500.00	\$500.00	\$500.00
800p	Traffic Count Equipment Maintenance and Replacement (Amendment #2)³	\$5,626.17	\$500.00	\$500.00
800q	Payroll Services	\$1,440.00	\$1,440.00	\$1,440.00
800r	Newsletter Printing and Mailing	\$2,400.00	\$2,500.00	\$2,500.00
Total Overhead¹		\$147,609.73	\$146,145.28	\$193,631.92
801 Overhead (Funded Locally)		2019	2020 Estimated	2020 Proposed
801a	Misc.	\$1,980.00	\$1,980.00	\$2,300.00
Total Overhead (Funded Locally)²		\$1,980.00	\$1,980.00	\$2,300.00
Total 2019 and 2020 Overhead Costs		\$149,589.73	\$148,125.28	\$195,931.92

¹Metro COG is required to provide a 20% local match on its annual MnDOT State Planning Contract. For CY 2019 this is estimated at \$6,705. In order to satisfy this 20% local matching requirement, Metro COG withholds Consolidated Planning Grant (CPG) reimbursement of indirect costs (800) from its billing to NDDOT, and thus assumes these costs with 100% local funds, less other ineligible indirect costs as outlined in 801.

² Funds used for non-federally reimbursable products or purchases, less other ineligible indirect costs as outlined in 801.

³ Amendment #2 (March, 2019) – Addition of \$5,126.17 to the 2019 Operations/Overhead Budget for replacement of traffic count equipment. Funds consist of \$2,000 remaining from 2018 budget and \$3,126.17 from Metro COG reserves. Local match amounts not affected. Equipment maintenance budget, previously set at \$500, has been retained.

⁴Amendment #3 (June, 2019) – Policy Board approved an amended Overhead and Operations Budget for 2020.

Appendix E. Metro COG Cost Allocation Plan

Metro COG's Indirect Rate

Metro COG's indirect rate is determined based on a reconciliation of past year costs (E.g. the CY 2019 indirect rate will be based on actual reconciled indirect costs for 2018). A new indirect rate is approved at the start of each calendar year by NDDOT. Indirect costs take into account all overhead costs (as show in Program 800a- 800r) and administrative costs shown in Program Area 800, as a factor of total direct costs (*indirect costs/direct costs = indirect rate*). The indirect rate is applied to all work (almost exclusively in the 1000 program area) provided by Metro COG for which costs are not reimbursed by NDDOT with CPG funds.

Contracted Planning Costs

All direct and identifiable indirect costs attributable to *non-metropolitan wide* Contracted Planning projects in Program Area 1000 are recouped directly from the project budget, and are therefore treated as excluded costs. No indirect costs for project implementation of non-metropolitan wide contracted planning studies (public meeting notices or meeting space rentals) are billed to Metro COG's overhead. The only deviation would be nominal costs incurred through actions such as photocopying and other tasks, which generate a very small cost to Metro COG's overhead, mostly related to the consultant procurement or contract management.

Special Project Costs

Metro COG has estimated that less than 5% of all billable labor by Metro COG staff over the calendar years of 2019-2020 will not be eligible for reimbursement through the CPG funds administrated by the NDDOT. These costs are exclusive to Program 1000, Community Planning and Technical Assistance. For services provided in the 1000 Program Area Metro COG recoups ineligible direct costs and indirect costs based on an hourly billing rate through a contact with the recipient community. For projects with a partial CPG component, costs are tracked and billed accordingly; and reconciled at the end of the project and the end of each calendar year. Metro COG timesheets and indirect cost tracking procedures allow for accurate tracking of costs by UPWP Program Area, and task activity.

Appendix F. Metro COG 2019 Transportation Improvement Program Self Certification Statement

TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) hereby certifies that it is carrying out a continuing, cooperative and comprehensive transportation planning process for the region in accordance with the applicable requirements of:

- 23 USC 134 and 49 USC 5303, and 23 CFR Part 450;
- In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of the Moving Ahead to Progress to the 21st Century (MAP-21) (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Full documentation of Metro Cog's federal certification can be obtained by contacting Metro COG at 701.232.3242, metrokog@fmmetrokog.org, or by visiting in person at One 2nd Street North Suite 232, Fargo, North Dakota 58102.

**F-M Metropolitan Council of
Governments**


Signature

Policy Board Chair
Title

Sept. 20, 2018
Date

**North Dakota Department of
Transportation**


Signature

Local Government Engineer
Title

10-2-18
Date

Appendix F. Metro COG 2019 Transportation Improvement Program Self Certification Statement

**A RESOLUTION ENDORSING THE FY 2019 - FY 2022
TRANSPORTATION IMPROVEMENT PROGRAM
FOR THE
FARGO-MOORHEAD METROPOLITAN AREA**

WHEREAS, the members of the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) have been formally designated by their respective legislative bodies to act as the official representative in planning matters of mutual concern; and

WHEREAS, Metro COG is the designated Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead metropolitan area; and

WHEREAS, it is the responsibility of the MPO, in conjunction with the States, to certify that the transportation planning process complies with all applicable federal laws and regulations; and

WHEREAS, a fiscally constrained and prioritized Transportation Improvement Program (TIP) for intermodal planning is required by the U.S. Department of Transportation (DOT) and was developed by the MPO for the greater Fargo-Moorhead metropolitan area; and

WHEREAS, the Fiscal Year 2019 - 2022 Transportation Improvement Program, dated September 2018, which defines the capital improvements for streets, highways, bicycle and pedestrian facilities and transit for the local jurisdictions in the metropolitan area for a four-year period, has been approved by the Transportation Technical Committee; and

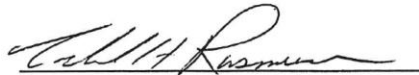
WHEREAS, the Metro COG region is in attainment for all air quality standards and projects contained within the TIP are not subject to conformity regulations contained in 40 CFR part 93, subpart A; and

WHEREAS, the FY 2019 - 2022 Transportation Improvement Program has been given due consideration by the Metro COG Policy Board; therefore, be it

RESOLVED, that Metro COG approves the FY 2019 - 2022 Transportation Improvement Program, dated September 2018, and recommends said program be forwarded to the appropriate state and federal agencies; and be it further

RESOLVED, that Metro COG certifies that the transportation planning process complies with applicable federal laws and regulations as required in 23 CFR 450.336.

PASSED this 21 day of September, 2018



Arland Rasmussen, Chairperson
Metro COG

Appendix G. Certification of Restrictions on Lobbying

I, Arland Rasmussen, Fargo-Moorhead Metropolitan Council of Governments (Metro COG) Policy Board Chair, hereby certify on behalf of Metro COG that to the best of my knowledge:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

The certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

Executed this ____ day of _____, 2018

By _____

Arland Rasmussen, Chair
Fargo-Moorhead Metropolitan Council of Governments
Policy Board

Date

Appendix H. MATBUS FTA Section 5307 Projects

Local Transit Planning (FTA 5307 Funded)	Participant(s): City of Fargo Transit Division
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This section describes transit planning activities conducted by the City of Fargo through Section 5307 transit funding, so that FM COG's UPWP reflects the complementary nature of area wide and local planning efforts. Funding for these projects is not included in FM COG's UPWP budget, because the funding is provided directly to the City of Fargo.

Objective:

To provide staff support for planning activities for the City of Fargo transit system, including coordination with the City of Moorhead and other private and public transportation services and human service agencies for community wide transportation opportunities for the general public, elderly, disabled and economically disadvantaged.

Assigned Staff Hours: 515 (2019) 945 (2020)

Activities:

- Ridership and statistical analysis
- Financial planning - update short and long-term financial plans, capital improvement plans, asset management plans
- Route and operations planning - evaluation route performance, plan new routes and changes to existing routes, conduct passenger surveys
- Safety and security - review plans and analyze effectiveness
- Transit marketing - evaluate plans and analyze effectiveness of activities and communication through social media
- Meeting participation - Transportation Technical Committee, Bike and Pedestrian Committee, Metropolitan Area Transit Coordinating Board, Metropolitan Council of Governments Policy Board, Transportation Improvement Plan, Transit Development Plan, Long-range Transportation Plan, Downtown Comprehensive Plan, NP/1st Ave Corridor Plan, West Acres Study, U-Pass Program, and other transit and human service agencies
- Metro Transit Development Plan staff assistance and administration

Products

Completion Date

Ridership and Operations/Performance Reports	Monthly
Annual Ridership and Statistical Report	1st Quarter
Farebox Revenue Analyses	Quarterly
10-Year Financial Plan	2nd Quarter
5-Year Capital Improvement Plan	3rd Quarter
Asset Management Plan Update	1st Quarter
Safety and security analysis	Ongoing
Marketing and social media	Ongoing
Meeting Participation	Monthly

Appendix H. MATBUS FTA Section 5307 Projects

Local Transit Planning (FTA 5307 Funded)	Participant(s): City of Moorhead Transit Division
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This section describes transit planning activities conducted by the City of Moorhead through Section 5307 transit funding, so that FM COG's UPWP reflects the complementary nature of area wide and local planning efforts. Funding for these projects is not included in FM COG's UPWP budget, because the funding is provided directly to the City of Moorhead.

Objective:

To provide staff support for planning activities for the City of Moorhead transit system, including coordination with the City of Fargo and other private and public transportation services and human service agencies for community wide transportation opportunities for the general public, elderly, disabled and economically disadvantaged.

Assigned Staff Hours: 515 (2019) 945 (2020)

Activities:

- Ridership and statistical analysis
- Financial planning - update short and long-term financial plans, capital improvement plans, asset management plans
- Route and operations planning - evaluation route performance, plan new routes and changes to existing routes, conduct passenger surveys
- Safety and security - review plans and analyze effectiveness
- Transit marketing - evaluate plans and analyze effectiveness of activities and communication through social media
- Meeting participation - Transportation Technical Committee, Bike and Pedestrian Committee, Metropolitan Area Transit Coordinating Board, Metropolitan Council of Governments Policy Board, Transportation Improvement Plan, Transit Development Plan, Long-range Transportation Plan, Greater Minnesota Transit Investment Plan, U-Pass Program, and other transit and human service agencies
- Metro Transit Development Plan staff assistance and administration

Products

Completion Date

Ridership and Operations/Performance Reports	Monthly
Annual Ridership and Statistical Report	1st Quarter
Farebox Revenue Analyses	Quarterly
10-Year Financial Plan	2nd Quarter
5-Year Capital Improvement Plan	3rd Quarter
Asset Management Plan Update	1st Quarter
Safety and security analysis	Ongoing
Marketing and social media	Ongoing
Meeting Participation	Monthly

To: Metro COG Policy Board
From: Dan Farnsworth
Date: December 13, 2019
Re: **New TA Scoring Criteria / TA Application Prioritization**

The Transportation Alternatives (TA) program is a federally funded grant opportunity for projects that provide enhancements to alternative means of transportation such as bicycle/walking trails, safe routes to school projects, crosswalk improvements, and more.

Any jurisdictions within Metro COG's planning area are required to submit their applications to Metro COG. It is Metro COG's standard practice to score and prioritize each application as part of the December Bicycle & Pedestrian Committee meeting and then submit the projects to the respective state Departments of Transportation.

Attached is the scoring matrix used to score and prioritize the projects. It is important to note that new TA scoring criteria was created this year which reflects goals and objectives from the newly-adopted Metropolitan Transportation Plan. The new scoring criteria was reviewed by the TTC on December 12th, vetted by the Bicycle & Pedestrian Committee, and developed by a subgroup comprised of technical staff from local jurisdictions.

Below is a description of each TA application submitted to Metro COG along with the associated score and priority as vetted by the Bicycle & Pedestrian Committee and recommended by the TTC.

North Dakota Urban TA

Priority 1 (55 points)

City of West Fargo – Drain 45 Multiuse Path – Phase II

The City of West Fargo is seeking funding to construct a shared-use path on the enclosed portion of Drain 45 (just east of 4th St E) between 7th Ave E and Main Ave. The path would be 0.5 miles in length. This would be phase II of this two-phase project. West Fargo recently received TA funding for the Phase I portion – 7th Ave E to 13th Ave E.

Cost: \$407,000 construction total; \$290,000 requested from TA

Priority 2 - tie (30 points)

City of Fargo – Deer Creek/Drain 27 Shared Use Path

The City of Fargo is seeking funding to construct a shared use path that would connect the Deer Creek neighborhood (south of 52nd Ave S east of Sheyenne St/CR 17) with the existing path network located along and north of 52nd Ave S. The path would be constructed alongside Drain 27 from 52nd Ave S to city-owned property at 59th Ave S and tie into the existing path network. The proposed project would consist of approximately 7,300 feet of path.

Cost: \$500,000 construction total; \$290,000 requested from TA

Priority 2 - tie (30 points)

City of Horace (Sponsor: Cass Co.) – County Road 17 Shared-Use Path Phase II

The City of Horace is seeking funding to extend their shared-use path along County Road 17 from 81st Avenue to 76th Avenue (2,000 feet in length). The City recently received Recreational Trails Grant funding to complete a shared-use path from the Horace Elementary School to 81st Avenue. This proposed project would ultimately connect 76th Avenue and the soon-to-be constructed Middle & High Schools with nearby residences, Horace Elementary School, and downtown Horace.

Cost: \$235,150 construction total; \$184,120 requested from TA

Minnesota Urban TA

Priority 1 (25 points)

City of Moorhead – CR 12/60th Ave S Bicycle & Pedestrian Bridge Crossing

The City of Moorhead is seeking funding for a proposed bicycle/pedestrian crossing over the Red River on CR 12/60th Ave S. The proposed crossing would use shoulder space on the existing bridge to provide a safe crossing protected from vehicular traffic. This crossing is a key component of the planned Harvest Trail that would connect Bluestem Center for the Arts in Moorhead with bicycle/pedestrian facilities in Fargo near 52nd Ave S.

Cost: \$320,000 construction total; \$256,000 requested from TA

Requested Action:

Policy Board approval of the new TA scoring criteria and Policy Board approval of the TA application prioritization as vetted by the Bicycle & Pedestrian Committee and as recommended by the TTC.

Proposed TA Project Evaluation - Urban

2045 MTP Goal	TA Evaluation Criteria			North Dakota			Minnesota
	Question	Evaluation instructions	Points	Fargo	West Fargo	Horace	Moorhead
System Safety	Is the project located where a crash involving a motor vehicle and a bicyclist or pedestrian have occurred within the past 5 years?	Refer to most recent bicycle/pedestrian crash maps. Saved in TA folder.	10	0	0	0	0
	Is the project located within 1/2 mile radius of a K-8 public school?	Measure from outermost perimeter of school building.	10	10	10	10	0
Travel Efficiency and Reliability	Is the project within a 1/4 mile of existing commercial AND multi-dwelling residential (3-plexes or greater) land uses?	Per jurisdiction's zoning maps	10	0	10	0	0
	Is the project part of a multi-jurisdictional planning effort/initiative?	-	5	0	0	0	5
Walking and Bicycling	Is the project located in a zone which currently has low or moderate levels of walkability on the 2045 MTP's walkability index?	Refer to Figure 4.24 in the 2045 MTP Plan. Low and moderate shown in blue and yellow. If project is in two zones, chose the zone in which the majority of the project is located.	10	10	10	10	10
	Is the project consistent with recommendations of a corridor, comprehensive, or other planning study?	-	10	10	10	10	10
	Is the project located in an area with high or medium levels of vehicle trip density?	High trip density = 50+ trips/acre Medium trip density 25 to 50 trips/acre Refer to maps developed for F-M area. Saved in TA folder.	High trip density: 10 points Med trip density: 5 points	0	5	0	0
	Does the project make a systematic effort to conserve natural resources	Defer to Bicycle & Pedestrian Committee's judgement at time of scoring.	3	0	0	0	0
Economic Development and Transportation Decisions	Is the project within 1/4 mile of a MATBUS route corridor?	This is measured from any portion of the project.	5	0	5	0	0
	Is the project located within one of Metro COG's environmental justice (EJ) areas?	Use latest Metro COG environmental justice map. Project is within or directly adjacent to EJ area	5	0	5	0	0
Total Points				30	55	30	25

Proposed TA Project Evaluation - Rural

2045 MTP Goal	TA Evaluation Criteria			North Dakota		Minnesota	
	Question	Evaluation instructions	Points	Jurisdiction	Jurisdiction	Jurisdiction	Jurisdiction
System Safety	Is the project located where crashes involving a motor vehicle and a bicyclist or pedestrian have occurred within the past 8 years?	Refer to most recent bicycle/pedestrian crash maps. Saved in TA folder.	One crash: 5 pts Multiple crashes: 10 pts				
	Is the project located within 1/2 mile radius of a K-8 public school?	Measure from outermost perimeter of school building.	10				
Travel Efficiency and Reliability	Does the project directly connect two existing bicycle and/or pedestrian facilities with a similar facility?	Examples of similar facilities: shared use path connecting directly to shared use path(s), sidewalk connecting directly to sidewalk(s), bike lane connecting directly to bike lane(s)	10				
	OR Does the project directly connect to an existing bicycle and/or pedestrian facility with a similar facility?		5				
	Is the project within a 1/4 mile of existing commercial AND multi-dwelling residential (3-plexes or greater) zoning districts?	Per jurisdiction's zoning maps	10				
Walking and Bicycling	Is the project consistent with recommendations of a corridor, comprehensive, or other planning study?	-	10				
Economic Development and Transportation Decisions	Does the project connect residential area(s) to commercial or industrial area(s)?	Defer to Bicycle & Pedestrian Committee's judgement at time of scoring.	10				
	Does the project provide a direct connection to a park or other recreation facility (i.e. swimming pool, skating rink, etc.)	Direct connection refers to project adjoining property of park or recreation facility	5				
Total Points				0	0	0	0

To: Metro COG Policy Board
From: Dan Farnsworth, Transportation Planner
Date: December 13, 2019
Re: **17th Avenue S Corridor Study**

In June of 2017, Metro COG in cooperation with the City of Fargo kicked-off the 17th Avenue S Corridor Study. Metro COG contracted with KLJ to perform study services.

The limits of the study extended the entire length of the City of Fargo from 5th St to just west of 51st St. The purpose of the study was to analyze and provide solutions for traffic congestion as well as address bicycle and pedestrian needs along the corridor. 17th Ave S was identified in the 2016 Bicycle & Pedestrian Plan as a missing bikeway gap that would provide a needed east-west metro-wide connection, with the nearby bicycle/pedestrian bridge in Lindenwood/Gooseberry Parks serving as the connection into Moorhead.

A final report was completed in October 2018 and was presented to the Fargo Planning Commission on November 6th, 2018 and Fargo PWPEC on November 13th, 2018. However in January 2019, property owners along the corridor expressed concerns to the City of Fargo about the proposed alternatives. Consequently, the City of Fargo hosted an additional public outreach meeting and on-line survey to ensure public understanding of the alternatives and gather additional public comments and gauge the level of support for the recommended alternative. The additional public meeting was held on March 19th, 2019 and online public engagement also took place during that timeframe. The results of the public meeting and online engagement were incorporated in the plan and a revised report was completed. On August 12th the Study was presented to the Fargo City Commission in a Commission Brown Bag session.

In September the Study was brought to Metro COG's Transportation Technical Committee (TTC). While the Fargo City Commission has not yet adopted the Study, Metro COG is bringing the Study to the Policy Board for approval as recommended by the TTC.

Attached is a two-page summary of the Study. The full Study can be viewed at fmmetrocog.org/projects-rfps/17th-Ave-Study.

Requested Action: Approval of the 17th Avenue S Corridor Study.

17TH AVENUE CORRIDOR STUDY

VISIT WWW.COMMUTE17.COM
FOR MORE INFORMATION

BACKGROUND

Fargo's 17th Avenue is a heavily used corridor that stretches the entire length of the city and into West Fargo. While it is primarily residential, the corridor supports some of the most intense retail and commercial development in the metro, including West Acres. It serves many major bicycle and pedestrian generators including schools and parks in West Fargo, Fargo, and Moorhead. This corridor is an important roadway for all modes of transportation.

The purpose of this study is to understand the current and long-term vision of 17th Avenue to identify and analyze the impacts of potential improvements which will address declining operations and the identified need for a cross-town bicycle route.

APPROACH AND PUBLIC ENGAGEMENT

The approach to the 17th Avenue Corridor Study included three phases. The first phase evaluated the existing issues and opportunities along the corridor, the second identified and analyzed possible solutions, and the third developed an implementation plan for the prioritized alternatives. The process incorporated significant public engagement through each phase including:

- » 5 Study Review Committee meetings
- » 3 Public Input Meetings, including a community bike audit and three public open houses

Additional public engagement tools included two surveys, with more than 750 responses and a project website, with more than 5,000 unique visitors over the course of the study.

Throughout the study process, study review committee and public input was used to inform and prioritize the solutions, beginning with the value profiles for each segment of the corridor. These value profile weights identified the priorities for each segment of the corridor: vehicular efficiency and safety, pedestrian and bicycle mobility and safety, and cost and impacts. Vehicular efficiency and safety was a much higher concern west of I-29, while bicycle and pedestrian mobility and safety was a much higher concern east of I-29. These profiles helped the study calibrate needs and expectations of the corridor during the alternative's development and assessment.

The community and study review committee were also asked to prioritize the alternatives they supported and discard the ones they did not. These support scores were combined with the technical score to create a weighted overall score, which guided the prioritization of the alternatives.

SUMMARY OF IMPLEMENTATION

The projects prioritized in this study would:

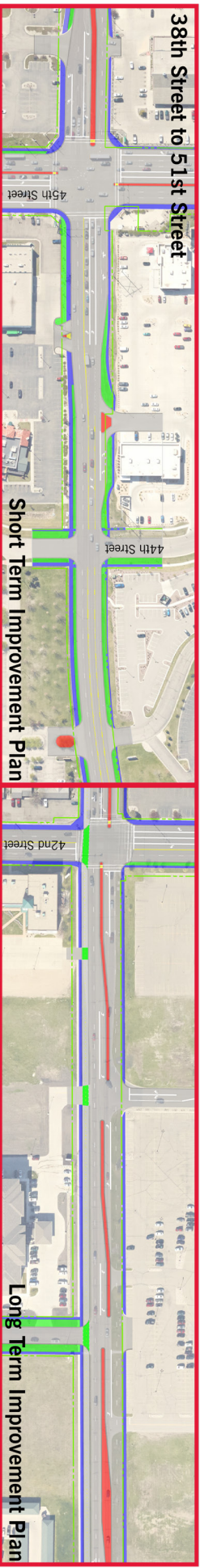
- » Create a bicycle corridor in Fargo that would extend from the eastern border and the Red River Trail across the city into West Fargo. Protected bicycle facilities reduce crashes up to 40 percent and increase ridership up to 171 percent compared to no bicycle facilities.



- ◇ Study Review Committee Meeting
- Public Input Meeting

- » Mitigate congestion at five of the major intersections across the corridor. Reconfiguring lanes at 45th Street and 42nd Street will reduce queues and rear end crash potential. Roundabouts at 38th Street, 34th Street, and 32nd Street will improve operations at these locations and calm traffic speeds through that segment of the corridor. 45th Street was improved summer of 2019.
- » Short-term improvements between 42nd Street and 45th Street would improve safety by reducing rear-end crash potential with a two-way center left-turn lane. This requires restriping to include 2 eastbound lanes, 1 two-way center left-turn lane, and 1 westbound lane. This was completed summer of 2019.
- » Long-term improvements for 17th Avenue west of 38th Street were identified in the event development and redevelopment warranted additional capacity and to achieve the access management goal to support improved safety. These improvements included a median divided five-lane section from 38th Street to 47th Street and a buffered two-way cycle track to complete the high quality bicycle facility across the City of Fargo.
- » Improve pedestrian crossing safety at four key crossing locations (Essentia Health, South High School, West Gateway Circle intersection, and 43rd Street intersection).
- » Identify 15 locations for designated transit stops along the corridor.

Summary of Highest Ranked Alternatives



Short Term Improvement Plan

Long Term Improvement Plan

5th Street to University Drive

University Drive to 25th Street

25th Street to 38th Street

38th Street to 51st Street

- » Remove on-street parking
- » Stripe two-way cycle track on south side
- » Raised crosswalk with overhead flashing beacon at Essentia Health crosswalk
- » Remove on-street parking
- » Stripe buffered and protected two-way cycle track on south side
- » Install rectangular rapid flashing beacon at Fargo South High School crosswalk
- » Roundabouts at 38th Street, 34th Street, and 32nd Street intersection
- » Stripe buffered and protected two-way cycle track on south side
- » Install rectangular rapid flashing beacon at West Gateway Circle crosswalk
- » Intersection improvements at 45th Street
- » Short term improvements to restripe 2 + 1 + 1 between 42nd Street and 45th Street
- » Long term improvements to include median divided 5-lane section and cycle track

To: Metro COG Policy Board
From: Cindy Gray, Executive Director
Date: December 13, 2019
Re: **Future Lead Governing Entity for Recreational Component of FM Diversion Recreation Facilities and Programs**

A topic that has recently been brought to the forefront in the FM Diversion Recreation Plan is the topic of governance and sustained operations responsibilities. The purpose of bringing this to the attention of the Policy Board is to determine level of support and interest in having Metro COG considered as a governance entity overseeing on-going implementation, programming, and maintenance of future recreational components of the FM Diversion.

The study review committee (SRC) for the project is currently analyzing the strengths and weaknesses of two primary lead governing entities at this time. These include:

- FM Diversion Authority
- Metro COG

Multiple other entities may also be well-positioned to participate in the implementation and sustenance of the recreational components, but they are not well-poised to take on the management of the facility and/or do not have good broad-based relationships with local government entities. These include:

- Audubon ND
- Cass County
- FM Area Diversion Authority
- FM Metro COG
- Fargo Park District
- National Park Service
- ND Park and Recreation Department
- River Keepers
- Sierra Club Dacotah Chapter
- West Fargo Park District

Cass County and ND Parks and Recreation are two additional entities that have been specifically approached about taking on management of recreation facilities. ND Parks and Recreation indicated they would likely not have the staffing, resources, or mandate to take on the entire facility. There may be a component of the facility that could become a State Park, such as a campground at the north end of the diversion where it meets up with the Red River. Cass County currently manages only one park, and carries out no recreational programming. County staff have indicated that they feel communities would be better served by a more metropolitan-based management entity.

The purpose of bringing this to the Policy Board is to get feedback on your level of interest in the FM Diversion Recreation Plan pursuing this potential governance structure further. At a minimum, Metro COG would need to have the following at some point in the future in order to carry out the mission of governing, maintaining, and programming activities of the recreational components of the FM Diversion:

- On-going funding source (presumably local with potential for some state funds)
- Metro COG Staff Person with parks and recreation expertise to oversee the activities of the Diversion Recreation Staff and Board
- Separate Board of park and recreation officials that reports and makes recommendations to the Policy Board
- Diversion Recreation Manager or Superintendent
- Staff, consisting of maintenance staff and programming staff
- Equipment (mowers, snow removers, cross-country ski trail maintainers, etc.)
- Building to house staff and equipment (ideally along or very near the diversion)

As a Council of Governments, this is a role that Metro COG could conceivably take on. However, it could only be done with support from local governments and the Metro COG Policy Board.

The Executive Committee discussed this at their meeting in early December. They suggested that further information be gathered about how other Councils of Governments (COGs) operate and fund parkland properties, trails, and recreation facilities and programs, and what led their organizations to the conclusion that they were the best-suited organization to carry out this role. The committee agreed that the idea has some merit since Metro COG is a multi-jurisdictional organization that already exists. Nevertheless, a decision of this magnitude would have major implications for Metro COG as an organization.

Requested Action: None – discussion item only.